

**STATE OF WISCONSIN COMPENSATION PLAN
FY 2001-03**

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INTRODUCTORY NOTES

Effective Dates

This Compensation Plan is a revision of the 1999-2001 Plan. Unless otherwise noted, the effective dates for all portions of this Compensation Plan will be based on the beginning date of the pay period closest to July 1 for each fiscal year. For all employees on biweekly payroll systems, these dates will be July 1, 2001 through June 29, 2002, for fiscal year 2001-2002; and June 30, 2002 through June 28, 2003, for fiscal year 2002-2003; unless otherwise noted. These dates will be July 1, 2001 through June 28, 2003, for the 2001-2003 biennium, unless otherwise noted. On the dates during which pay rates change, the revised rates become effective after processing of pay changes as the result of personnel transactions occurring on the same date in accordance with Section I, 4.01 of this Plan, unless otherwise noted.

Official Hourly Rate

All computations of pay rates for employees covered under this Plan are based on the Official Hourly Rate (OHR) rounded to three decimal places for base pay and two decimal places for supplemental pay.

NOTE: When an OHR is affected by a pay adjustment, the following rounding procedures are used:

1. For Adjustments To Base Pay: The computation is carried out to five decimal places and any digits appearing beyond the fifth decimal place are dropped. If any digit other than zero appears in either the fourth or fifth decimal column, the digit in the third decimal column is rounded up.
2. For Adjustments To Supplemental Pay (e.g., Physician Board Certification Add-On): The computation is carried out to five decimal places and any digits beyond the fifth decimal place are dropped. If any digit other than zero appears in the third, fourth or fifth decimal column, the digit in the 2nd decimal column is rounded up.

Refer to Chapter 504 of the Wisconsin Human Resources Handbook for additional information relating to Official Hourly Rate Rounding.

DP UNIT CODES *

UNIT	DP UNIT CODE
Supervisory (Non-Professional)	16
Supervisory (Professional)	17
Executive & Management (Staff)	18
Executive & Management (Management)	19
Confidential/Supervisory (Non-Professional)	96
Confidential (Non-Professional)	97
Confidential/Supervisory (Professional)	98
Confidential (Professional) and Limited-Term Employment	99
Administrative Support	02
Blue Collar and Non-Building Trades	03
Building Trades Crafts	04
Security and Public Safety	05
Technical	06
Fiscal and Staff Services	07
Research, Statistics and Analysis	08
Legal	09
Patient Treatment	10
Patient Care	11
Social Services	12
Education	13
Engineering	14
Science	15
Assistant District Attorneys	20
Assistant State Public Defender Attorneys	21
Law Enforcement	36

* Included in the Plan for informational purposes only

PAY SCHEDULES

REPRESENTED *

Administrative Support	02
Blue Collar & Non-Building Trades	03
Building Trades Crafts	04
Security & Public Safety	05
Technical	06
Fiscal & Staff Services	07
Research, Statistics & Analysis	08
Legal	09
Patient Treatment	10
Patient Care	11
Social Services	12
Education	13
Engineering	14
Science	15
Assistant District Attorneys	20
Assistant State Public Defender Attorneys	21
Law Enforcement	36

NONREPRESENTED

General Nonrepresented	01
Limited-Term Employment	18
Nonrepresented Patient Treatment-Related Broadband	50
Nonrepresented Law Enforcement Broadband	56
Nonrepresented Information Systems-Related Broadband	70
Nonrepresented Legal-Related Broadband	71
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* Included in the Plan for informational purposes only.

**SECTION A - GENERAL COMPENSATION PROVISIONS FOR NONREPRESENTED
PERMANENT & PROJECT EMPLOYEES IN THE CLASSIFIED SERVICE**

1.00 Coverage

2.00 Base Pay Adjustments and Lump Sum Awards for Fiscal Years 2001-02 and 2002-03

- 2.01 General Wage Adjustment (GWA)
- 2.02 Annualized GWA Payment
- 2.03 Relocation Incentive Awards
- 2.04 Length of Service Payments
- 2.05 Progression Adjustment for Certain Nonrepresented Classifications
- 2.06 Discretionary Compensation Adjustment (DCA) and Discretionary Compensation
Performance Recognition Adjustment (DCPRA)

3.00 Pay on Regrade

- 3.01 Individual Position Reallocation or Reclassification
- 3.02 Classification and Compensation Surveys
- 3.03 Surveys with Different Implementation Dates
- 3.04 Intervening Adjustments

4.00 Overtime, Supplemental Pay, and Holiday Pay

- 4.01 Definitions
- 4.02 General Policy
- 4.03 Overtime for Permanent Employees
- 4.04 Overtime During a Declared Emergency
- 4.05 Night Differential for Permanent Employees
- 4.06 Weekend Differential for Permanent Employees
- 4.07 Responsibility Differential for Permanent Positions in Certain Nursing-Related
Classifications
- 4.08 Crafts Worker Supervisor, Shop Supervisor, and Crafts Operations Manager-UW-
Milwaukee Add-On
- 4.09 Standby Pay
- 4.10 Call-Back/Call-In Pay
- 4.11 Holiday Premium
- 4.12 Supplemental Psychologist-Doctorate Add-On
- 4.13 Supplemental Pay for Attorney Supervisory and Managerial Positions
- 4.14 Supplemental Teacher Supervisor and Education Director Add-On
- 4.15 Supplemental Pay for Dentists, Physicians, and Psychiatrists
- 4.16 Supplemental Pay for Supervisory and Management Engineering and Related
Classifications
- 4.17 CPA Add-On for Professional Confidential, Supervisory or Management Fiscal
Classifications
- 4.18 Certified General Appraiser Add-On

- 4.19 Supplemental Pay Program for Managers and Supervisors of Revenue Field Auditor and Related Classifications
- 4.20 Overtime Compensation and/or Supplemental Pay for Project Employees
- 4.21 Supplemental Pay Program
- 4.22 Supplemental Pay for Add-On Pilot Programs

5.00 Benefit Provisions

- 5.01 Health Insurance Premiums
- 5.02 Retirement Contributions

6.00 Labor Management Cooperation Related Pilot Programs

INTRODUCTION

Pursuant to s. 230.12(1)(a)3., Wis. Stats., provisions governing salary transactions for nonrepresented classified employees are contained in this Compensation Plan. Pay provisions currently contained in this Section of the Plan include General Wage Adjustments; Annualized General Wage Adjustments; Relocation Incentive Awards; Progression Adjustment for Certain Nonrepresented Classifications; Pay on Survey Regrade; Supplemental Pay and Overtime Compensation.

Certain other compensation provisions, such as those relating to employer payments toward health insurance and retirement contributions, are contained in the Plan pursuant to s. 40.05, Wis. Stats.

1.00 Coverage

The provisions of this Section (Section A) apply to **all project employees and all permanent employees** in the classified service who are not covered by a collective bargaining agreement:

- (a) A "**permanent employee**" is a person who is an employee as a result of an appointment to a position in which permanent status can be attained, whether or not the employee has attained permanent status.
- (b) A "**project employee**" is a person who is an employee as a result of an appointment to a project position under conditions of employment which do not provide for attainment of permanent status. All project employees in the classified service are covered by this Plan.

2.00 Base Pay Adjustments and Lump Sum Awards for Fiscal Years 2001-02 and 2002-03

2.01 General Wage Adjustment (GWA)

- (1) Effective Dates. The General Wage Adjustment (GWA) will be effective July 1, 2001, in FY 2001-02; June 30, 2002, and May 18, 2003, in FY 2002-03.

Section A – 2.01

- (2) Eligibility. All employees who are in pay status on the effective date are eligible to receive a GWA except the following:
- (a) Employees whose job performances were rated below satisfactory as a result of formal performance evaluations conducted in the 12-month period ending June 30, 2001, for FY 2001-02; and June 29, 2002, for FY 2002-03.
 - (b) Supervisors who have not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, within the 12-month period ending June 30, 2001, for FY 2001-02; and June 29, 2002, for FY 2002-03.

NOTE: Extenuating circumstances may exist (e.g., leaves of absences) that would allow a supervisor to receive a GWA even though the required performance evaluations were not completed within the mandated time frames. Contact DER, Division of Compensation and Labor Relations for further assistance.

- (c) Any employee paid at or above the pay range maximum (or the new pay range maximum, if a new pay range maximum takes effect on the same date as GWA distribution). An employee who is not eligible to receive a GWA solely because his or her base pay is at or above the pay range maximum --or new pay range maximum, if applicable-- may qualify for an Annualized GWA Payment under 2.02 of this Section.
 - (d) Classified Legal-related (refer to Section C of this Plan).
 - (e) Crafts Worker-related employees (i.e., Project Craft Workers, Crafts Worker Supervisors, Shop Supervisors, and the Crafts Operation Manager-UW-Milwaukee - - refer to Section A, 4.08 of this Plan).
 - (f) Trainees eligible for scheduled trainee increases (refer to Section E, 1.04 of this Plan).
- (3) Amount.
- (a) GWAs for Employees other than Senior Managers. All eligible employees will receive a GWA of 1.0% on July 1, 2001, 2.0% on June 30, 2002, and 2.5% on May 18, 2003, subject to the following restrictions:
 - 1. An employee's new base pay after application of the GWA must not exceed the pay range maximum (or the new pay range maximum if a new pay range maximum takes effect on the same date as GWA distribution). (Refer to Annualized GWA Payment provisions under 2.02 of this Section.)

Section A – 2.01

2. No employee may, during any fiscal year, receive a total cumulative adjustment (GWA) exceeding a total of 10% of the employee's base pay at the beginning of the fiscal year, immediately prior to GWA distribution.
- (b) GWAs for Senior Managers Effective July 1, 2001, June 30, 2002, and May 18, 2003. All eligible employees will receive a GWA of 1.0% on July 1, 2001, 2.0% on June 30, 2002, and 2.5% on May 18, 2003, subject to the following restrictions:
 1. An employee's new base pay after application of the GWA must not exceed the pay range maximum (or the new pay range maximum if a new pay range maximum takes effect on the same date as GWA distribution). (Refer to Annualized GWA Payment provisions under 2.02 of this Section.)
 2. No employee may, during any fiscal year, receive a total cumulative adjustment (GWA) exceeding a total of 10% of the employee's base pay at the beginning of the fiscal year, immediately prior to GWA distribution.
- (c) Lump Sum Payments for the Delay in the May 18, 2003 GWA. All employees receiving a 2.5% GWA on May 18, 2003 will receive a lump sum payment equal to the amount of the increase received in accordance with (a) or (b), above, multiplied by the hours in pay status from April 6, 2003 through May 17, 2003.
- (4) Ineligibility Due to Performance. Any employee who is not eligible to receive a GWA because of job performance must receive a written notice that states the extent to which the employee's performance has not met management's expectations. This notice must also include recommendations for improvement.
- (5) Grievances. If an employee is dissatisfied with the evaluation methodology and results used by an agency to determine any GWA, the employee may file a grievance under s. 230.12(5)(e), Wis. Stats. The decision of the appointing authority is final and may not be appealed to the Personnel Commission under ss. 230.44 or 230.45(1)(c), Wis. Stats. Agencies will submit a copy of each grievance filed and the written decision of the appointing authority to the DER Secretary within 14 days of the decision.

2.02 Annualized GWA Payment

- (1) Annualized GWA Payments for Employees other than Senior Managers.

Section A – 2.02

- (a) Granting Date. Annualized GWA Payment will be granted as soon as administratively feasible after the effective date of the GWA provided under 2.01 of this Section (Section A).
 - (b) Eligibility. Any employee will receive an Annualized GWA Payment if either of the conditions described under 1. or 2. below, apply:
 - 1. The employee was not eligible to receive a GWA solely because his or her base pay was at or above the pay range maximum (or new pay range maximum, if a new pay range maximum takes effect on the same date as GWA distribution).
 - 2. The employee did not receive the full GWA amount because of the pay range maximum limitation.
 - (c) Amount. The amount of the Annualized GWA Payment is subject to the limitations under 1. and 2., below:
 - 1. For employees who qualify for Annualized GWA Payment because of the condition described under (b)1. above: The hourly amount used in calculating an Annualized GWA Payment will equal the full GWA amount (i.e., 1.0% on July 1, 2001, 2.0% on June 30, 2002, and 2.5% on May 18, 2003).
 - 2. For employees who qualify for an Annualized GWA Payment because of the condition described under (b)2. above: The hourly amount used in calculating an Annualized GWA Payment will equal the difference between the full amount (i.e., 1.0% on July 1, 2001, 2.0% on June 30, 2002, and 2.5% on May 18, 2003) and the partial GWA amount the employee actually received.
- (2) Annualized GWA Payments for Senior Managers.
- (a) Granting Date. Annualized GWA Payments will be granted as soon as administratively feasible after the effective date of the GWA provided under 2.01 of this Section (Section A).
 - (b) Eligibility. Any employee will receive an Annualized GWA Payment if either of the conditions described under 1. or 2. below, apply:
 - 1. The employee was not eligible to receive a GWA solely because his or her base pay was at or above the pay range maximum (or new pay range maximum, if a new pay range maximum takes effect on the same date as GWA distribution).

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2. The employee did not receive the full GWA amount because of the pay range maximum limitation.
- (c) Amount. The amount of the Annualized GWA Payment is subject to the limitations under 1. and 2. below:
1. For employees who qualify for Annualized GWA Payment because of the condition described under (b)1. above: The hourly amount used in calculating an Annualized GWA Payment will equal the full GWA amount (i.e., 1.0% on July 1, 2001, 2.0% on June 30, 2002, and 2.5% on May 18, 2003).
 2. For employees who qualify for an Annualized GWA Payment because of the condition described under (b)2. above: The hourly amount used in calculating an Annualized GWA Payment will equal the difference between the full amount (i.e., 1.0% on July 1, 2001 2.0% on June 30, 2002, and 2.5% on May 18, 2003) and the partial GWA amount the employee actually received.
- (3) Calculating Annualized GWA Payments. Annualized GWA Payments will be calculated by multiplying the hourly amount determined to be appropriate for the employee in accordance with (1)(c) or (2)(c) above, by 2088 for the July 1, 2001 and June 30, 2002 payments, and by 480 for the May 18, 2003 payments. Annualized GWA Payments provided to permanent part-time or seasonal employees will be prorated on the basis of budgeted percentage of Full-Time Equivalency (FTE) on the GWA distribution date.
- (4) Annualized GWA Payments for Employees on Approved Unpaid Leaves of Absence. Any employee who is on an approved unpaid leave of absence as of the effective date of the GWA Award and who qualifies for an Annualized GWA Payment, will receive an Annualized GWA Payment, subject to the following restrictions:
- (a) The employee must return from the leave of absence to pay status by June 28, 2003, and the employee's restoration right must be derived from a position covered by the GWA provisions of this Section (Section A) or Section C of this Plan.
 - (b) The employee will not receive an Annualized GWA Payment until he or she has returned to pay status.
 - (c) For Employees other than Senior Managers. The hourly amount used in the calculation of any Annualized GWA Payment will equal the amount determined under (1)(c), above.

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- (d) For Senior Managers. The hourly amount used in the calculation of any Annualized GWA Payment will equal the amount determined under (2)(c) above.

2.03 Relocation Incentive Awards

- (a) Effective Dates and Amounts. Noncumulative Relocation Incentive Awards may, at the discretion of the appointing authority, be granted to employees who relocate, pursuant to s. 20.917(1)(a) and (b), Wis. Stats., as a result of promotion or transfer. Noncumulative Relocation Incentive Awards will be granted in the form of one time payments in any whole dollar increment up to an amount equal to the monthly minimum specified in the applicable Compensation Plan for the pay range to which the employee's new position classification is assigned. The award must be approved at the time of appointment. The appointment letter will specify the amount of the award and indicate that approval is contingent upon reimbursement for his or her moving expenses. The award may be paid at any time within three months after the employee has received such reimbursement.
- (b) Eligibility. Permanent employees covered by this Section (Section A) who meet the eligibility criteria for moving expense reimbursement under s. 20.917(1)(a) and (b), Wis. Stats., are eligible for Relocation Incentive Awards provided the employing agency has written criteria approved by DER, Division of Compensation and Labor Relations. This criteria must ensure that relocation incentive awards will be distributed in a uniform manner throughout the agency or employing unit.
- (c) Funding. These awards are funded from each agency's salary line appropriation.

2.04 Length of Service Payments

- (a) Granting Date. Length of Service Payments (LOSPs) will be made to eligible employees in June of each fiscal year in accordance with the guidelines established by the DER Secretary.
- (b) Eligibility. All employees covered by this Section (Section A) who, prior to July 1, have completed five or more years of continuous service as defined in the Rules of the Secretary will be granted an LOSP. No employee will be granted more than one LOSP for the same hours worked in each fiscal year. To be eligible, an employee must have completed the required number of years of continuous service prior to July 1 of the calendar year in which the payment is made. Employees in the unclassified service subject to this Plan are specifically excluded from receiving LOSPs.

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(c) Amounts.

1. The following is the schedule of payment:

Full Years of Continuous Service Prior to July 1	Length of Service Payment
At least 5, but less than 10	\$ 50
At least 10, but less than 15	100
At least 15, but less than 20	150
At least 20, but less than 25	200
At least 25	250

2. Computations for determining years of continuous service will be made according to the applicable provisions of s. 230.35, Wis. Stats., and the Rules of the Secretary. Years of continuous service will be computed as of July 1 of the calendar year in which the payment is made.
3. Upon termination, retirement or death of an eligible employee, the LOSP will be prorated at the rate attained at the time of termination, retirement or death and paid on an earlier date. For the purposes of this Section (Section A), employees who are covered by this Section and who accept an appointment to a position not covered by any LOSP provisions will be considered to have terminated their employment in the classified service and will, therefore, receive a prorated payment for that year.
4. Proration. The LOSP for eligible employees shall be prorated according to the number of hours in pay status in a position covered by LOSP provisions, excluding time considered to be overtime hours. Hours in pay status should be computed between July 1 of the prior calendar year and June 30 of the calendar year in which the payment is made.

2.05 Progression Adjustment for Certain Nonrepresented Classifications

- (1) Eligibility. All permanent and project employees in positions allocated to classifications specified in (2) below, will be eligible for a base-building progression adjustment, except as follows:
 - (a) An employee whose base pay rate is equal to or greater than the appropriate threshold stated in (2) below.

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- (b) An employee who has received an unsatisfactory performance evaluation within six (6) months prior to the granting date. The denial of a progression adjustment based upon unsatisfactory performance is not grievable under s. 230.12(5)(c), Wis. Stats. Employees must be notified of the unsatisfactory performance in writing, and will receive a new performance evaluation within six (6) months, or prior to the next scheduled progression adjustment date, whichever is sooner. The written notification(s) will include:
 - 1) Details of each occurrence of unsatisfactory performance;
 - 2) Identification of goals and expectations stated in terms that are measurable and which specify how expectations are to be accomplished; and
 - 3) Upon satisfactory completion of the goals and expectations, the supervisor will provide the employee with written notification of satisfactory performance.
- (c) An employee who has already received two (2) progression adjustments in any position(s) under 2.05 of this Section (Section A).
- (d) An employee who has previously received the maximum number of possible progression adjustments for the employee's classification, taking into account progression adjustments received while in any position(s) under this or any similar progression adjustment system provided by collective bargaining agreements. For the purpose of this eligibility, "any similar progression adjustment system" shall be defined as any progression system that provides one or two time annual per hour rate adjustments (i.e., not providing specific pay rates, except for a maximum adjustment rate).

(2) Amount

- (a) An eligible employee in a position allocated to one of the following classifications will receive a progression adjustment of \$1.20 per hour on the granting date, subject to the **pay range 81-03 minimum**.
 - 1) Accountant-Confidential
 - 2) Equal Opportunity Program Specialist
 - 3) Executive Equal Opportunity Specialist
 - 4) Executive Human Resources Specialist
 - 5) Human Resources Specialist
 - 6) IS Support Technician-Confidential
 - 7) IS Professional-Confidential

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- (b) An eligible employee in a position allocated to one of the following classifications will receive a **one-time progression adjustment** of \$1.20 per hour on the granting date, subject to the **pay range 81-03 minimum**.
 - 1) Budget and Policy Analyst-Agency
 - 2) Budget and Policy Analyst-Division
 - 3) Employee Benefit Plan Policy Advisor-Entry
 - 4) Ethics Specialist
 - 5) Institution Human Resources Director
 - 6) UW Human Resources Manager
 - (c) An eligible employee in a position allocated to Payroll and Benefit Specialist-Confidential will receive a progression adjustment of \$1.00 per hour on the granting date, subject to the **pay range 81-04 minimum**.
 - (d) An eligible employee in a position allocated to Executive Budget & Finance Program Specialist will receive a **one-time progression adjustment** of \$1.00 per hour on the granting date, subject to the **pay range 81-04 minimum**.
 - (e) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to progression adjustments granted pursuant to provisions of 2.05 of this Section (Section A).
 - (f) **An employee may not, for any reason, receive more than two (2) progression adjustments under 2.05 of this Section (Section A).**
- (3) Granting Date.
- (a) Progression adjustments for eligible employees will be awarded based on the employee's State service seniority date. Seniority dates will be adjusted (for progression adjustment purposes only) for absence from employment of more than one hundred and seventy four (174) work hours during the period between seniority dates, approved leaves of absence, layoff, and resignation. Adjustment of seniority for the aforementioned reasons may be waived at the discretion of the appointing authority.
 - (b) Progression adjustments will be effective on the first day of the pay period following the employee's seniority date. If the employee's seniority date occurs on the first day of a pay period, the progression adjustment will be effective on that date.
 - (c) An employee who is ineligible for the progression adjustment due to unsatisfactory performance will receive the progression adjustment effective the first day of the pay period following the employee's receipt of the written satisfactory performance evaluation. An employee will not be allowed to

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receive more than one progression adjustment on a granting date due to such a delay.

2.06 Discretionary Compensation Adjustment (DCA) and Discretionary Compensation Performance Recognition Adjustment (DCPRA)

Discretionary Compensation Adjustments (DCAs) and Discretionary Compensation Performance Recognition Adjustments (DCPRAs) shall be granted in accordance with Section J of this Plan.

3.00 Pay on Regrade

3.01 Individual Position Reallocation or Reclassification

Pursuant to s. 230.09(2)(f), Wis. Stats., the pay rate of an incumbent who is regraded as a result of position reallocation or reclassification will be adjusted as provided in this Section (Section A), and Sections E and I of this Plan. This supersedes s. ER 29.03 (3), Wis. Adm. Code.

3.02 Compensation and/or Classification Surveys

The DER Secretary may, without prior approval of the Joint Committee on Employment Relations (JCOER), establish provisions for determining the pay rate of a regraded employee whose position is reallocated as a result of a compensation survey and/or a classification survey under s. 230.09(2)(b), Wis. Stats., if such provisions are necessary to avoid the creation of pay anomalies. **The DER Secretary may also, for surveys, waive the increase of 8.0% of the new pay range minimum for regrades due to reallocations to a higher classification or series level, provided in Sections E and I of this Plan.** This authority is subject to the following:

- (1) The pay on regrade for survey reallocations involving only nonrepresented employees is authorized only for regrade as a result of position reallocation to the same, counterpart or higher pay range and will not exceed 8.0% of the new pay range minimum, subject to the maximum of the new pay range.
- (2) The pay on regrade authorized by 3.02 of this Section (Section A) will not exceed the greater of the following:
 - (a) the amount negotiated pursuant to s. 111.91, Wis. Stats., for similarly situated represented employees in the same occupational group who are covered by the same compensation and/or classification survey; or
 - (b) 8.0% of the applicable pay range minimum.

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- (3) The cost of any adjustments provided under (1) above, may be supplemented under s. 20.928, Wis. Stats., as appropriate, with respect to funding source.
- (4) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to 3.02 of this Section (Section A).

3.03 Surveys with Different Implementation Dates

The provisions of 3.02 of this Section (Section A) will apply to situations where surveys of an occupational group are conducted in stages requiring different implementation dates. Any pay adjustments resulting from such application of the provisions of 3.02 shall be granted on the effective date of full survey implementation.

3.04 Intervening Adjustments

The intervening Compensation Plan adjustments pursuant to 3.02 of this Section (Section A) may be included in determining pay on reinstatement and pay on restoration.

4.00 Overtime, Supplemental, and Holiday Pay

4.01 Definitions

- (1) **Base pay rate.** The official hourly rate excluding any overtime or supplemental pay. Base pay rate is limited to the pay range maximum; base pay rate plus any supplemental pay received is not limited to the pay range maximum.
- (2) **Exempt.** Exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).
- (3) **Night hours.** Work hours between the hours of 6:00 p.m. and 6:00 a.m.
- (4) **Nonexempt.** Subject to the overtime provisions of the FLSA.
- (5) **Nonstandard work period.** A regularly recurring period of 336 hours in the form of 14 consecutive 24-hour periods which begins on a day of the week and time established by the appointing authority. Employees assigned a nonstandard work period are those employees who work a fixed schedule of more than 40 hours one week and less than 40 hours the next week.
- (6) **Overtime hours.** For employees assigned a standard workweek, work hours in excess of 40 in a standard workweek. For employees assigned a nonstandard work period, work hours in excess of 80 hours in a nonstandard work period. Each position is considered separately in determining the number of work hours for employees occupying more than one position. (This definition applies only to employees who are exempt from the overtime provisions of the FLSA. Refer to Chapter 516 of the Wisconsin Human Resources Handbook for the definition of overtime as provided by the FLSA for nonexempt employees.)

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- (7) **Premium rate.** The straight rate plus .5 times the regular rate paid the employee.
- (8) **Regular rate.** The average hourly rate actually paid the employee as straight time pay for all hours worked in the workweek or work period, including all remuneration for employment paid to, or on behalf of, the employee, except any payments specifically excluded from the calculation of the regular rate under the FLSA and related federal regulations.
- (9) **Responsibility hours.** Work hours between the hours of 7:00 p.m. and 7:00 a.m.
- (10) **Standard workweek.** A regularly recurring period of 168 hours in the form of 7 consecutive 24-hour periods which begins on a day of the week and time established by the appointing authority.
- (11) **Supplemental pay.** Pay in addition to the base rate for circumstances not reflected in the base pay rate or pay range. Such circumstances are identified below under 4.05 - 4.10, 4.12 - 4.19, 4.21 and 4.22.
- (12) **Weekend hours.** Work hours on Saturday and Sunday.
- (13) **Work hours.** Work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employees, work hours means hours worked as defined in Section 516.060 of the Wisconsin Human Resources Handbook.

4.02 General Policy

- (1) Usage.

Overtime and supplemental pay is to be held to a minimum consistent with the needs of the service. It is the responsibility of each agency to utilize other available alternatives before assigning employees to work hours that will require such pay.

- (2) Records.

All cash overtime and supplemental pay will be separately recorded on payroll and will cease to be payable when no longer applicable.

- (3) Application during Absences or Termination.

- (a) Absences: Overtime or supplemental pay, identified under 4.03, 4.04, 4.05, 4.06, 4.07, 4.09, 4.10, and 4.11 below, will not be paid to an employee absent or on leave with pay (vacation, sick leave, military leave, etc.) during the period in which the employee would otherwise be scheduled to work.

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- (b) Termination: Supplemental pay, identified under 4.08, 4.12 - 4.19, 4.21 and 4.22 below, will be included in computing lump sum payments for leave credit balances upon termination. It will **not** be included for computing cash payments for employees selecting the cash option for the fifth week of annual leave (reference s. ER 18.02(5)(b)3., Wis. Adm. Code).

(4) Salaried Employees.

Employees who meet the duty and discretion test for exemption from the overtime provisions of the FLSA as professional, administrative, or executive employees must be paid on a "salary basis" as defined in the federal regulations and explained in Chapter 516 of the Wisconsin Human Resources Handbook. Exceptions to the requirement to be paid on a salary basis may be granted by the Administrator, Division of Compensation and Labor Relations.

NOTE: Refer to 4.20 of this Section (Section A) for overtime and supplemental pay for project employees; Section B, 3.07 of this Plan for overtime and supplemental pay for unclassified employees; and Section D, 4.00 of this Plan for overtime and supplemental pay provisions for limited term employees (LTEs).

4.03 Overtime for Permanent Employees

Employees are categorized as exempt or nonexempt in accordance with FLSA. Refer to the most current "Alphabetical Listing of Classifications" for the normal categorization of employees by "class title." Unless an exception applies, for purposes of this Section (Section A), employees in titles designated as exempt (E) will be treated as exempt and employees in titles designated as nonexempt (N) or mixed (M) will be treated as nonexempt. Refer to Chapter 516 of the Wisconsin Human Resources Handbook for an explanation of exempt and nonexempt status under the FLSA. Refer to Section 516.020 of the Wisconsin Human Resources Handbook for information on exceptions to the normal FLSA categorization of employees by "class titles."

(1) Overtime for Nonexempt Employees.

Overtime pay for employees who are nonexempt from the overtime provisions of the FLSA will be in accordance with those provisions and related federal regulations. Categorizing employees as exempt or nonexempt will be in accordance with the FLSA. In general, categorization is based on each employee's employment situation with an agency, regardless of the number of positions occupied by the employee in the agency. For employees functioning in an executive, administrative, or professional capacity, categorization cannot be based on the functions performed for the agency in any single workweek or work period. Temporary assignments of short duration will not normally affect the exempt or nonexempt status of employees. Refer to Chapter 516 of the Wisconsin Human Resources Handbook for specific information on the overtime provisions and record keeping requirements for nonexempt employees under the FLSA.

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(2) Overtime for Exempt Employees.

- (a) The overtime pay status of permanent employees who are exempt from the overtime provisions of the FLSA will be determined in accordance with the following table. The table shows the overtime pay status of employee groups broken down by Data Processing (DP) Unit Code (i.e., collective bargaining code).

OVERTIME PAY STATUS TABLE FOR EXEMPT EMPLOYEES		
Employee Group or Unit	DP Unit Code	Overtime Pay Status
GROUP 1 Confidential (Nonprofessional)	(97)	Up to the premium rate or up to Time off at 1-1/2 times the # of overtime hours. (Permissive) See additional provisions for 'Limited Circumstances When Supervisors Must Receive Overtime Compensation,' 4.03(2)(b)2. of this Section (Section A).
Supv./Conf. (Nonprofessional)	(96)	
Supervisory (Nonprofessional)	(16)	
Supv./Conf. (Professional)	(98)	
Supervisory (Professional)	(17)	
GROUP 2 Professional		Up to the straight rate or time off for the # of overtime hours. (Permissive)
Confidential*	(99)	
Staff & Management	(18)	
Patient Treatment	(10)	
Exec & Management	(19)	

***NOTE: This table applies only to employees who are exempt from the overtime provisions of the FLSA.** See Chapter 516 of Wisconsin Human Resources Handbook for record keeping requirements pertaining to exempt employees under the FLSA.

(b) Provisions for Permanent Salaried Employees.

1. General Policy Regarding Payment for Overtime Worked by Salaried Employees.

The salaries paid to employees included in the Overtime Pay Status Table are generally intended to compensate for the total responsibilities of the position regardless of the number of hours worked. However, circumstances may exist where time off or cash payment for overtime hours is appropriate. Time off or cash payment authorized may be

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granted to exempt employees at the discretion of the appointing authority except where additional compensation is required. (See Limited Circumstances When Supervisors Must Receive Overtime Compensation, 4.03(2)(b)2. of this Section.)

The following factors will be used by agencies as a basis to establish practices for additional compensation for overtime hours:

- a. The number of additional hours of scheduled work required by the employer on a frequent and recurring basis (i.e., if only a few overtime hours are worked on an occasional basis, additional compensation should not normally be granted).
- b. The standards or expectations of the occupational area (i.e., in some occupations it is customary to work overtime hours without additional payment).
- c. The status of additional compensation for overtime hours paid to subordinates or comparable employees (i.e., the employee is supervising staff earning additional compensation for overtime hours, or the employee is working under similar conditions with employees comparable to employees in the category who are earning additional compensation for overtime hours).

2. Limited Circumstances When Supervisors Must Receive Overtime Compensation.

If **all** of the following conditions apply to a supervisor included in Group 1 of the 'Overtime Pay Status Table for Exempt Employees' (see previous page), the supervisor must be paid overtime compensation in accordance with 3. below:

- a. The supervisor's position is assigned to pay range 81-04 or a counterpart pay range in a different schedule or lower; or, the supervisor's position is allocated to one of the following classifications: Engineering Specialist Supervisor or Engineering Specialist-Transportation Supervisor;
- b. The supervisor is directed to work hours in addition to his/her normal work hours and such additional work hours result in overtime hours;
- c. The purpose of the additional work hours is to supervise employees who also are directed to work additional hours;

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- d. The additional work hours of the employees supervised generate overtime compensation for that workweek or work period; and
 - e. The additional work hours of both the supervisor and employees supervised are generated by the same cause or situation.
3. Calculating Overtime Compensation When Supervisors Must Receive Overtime Compensation Under the Limited Circumstances Set Forth in 2. above.
- a. Employees in professional supervisory (DP Unit Code 17) and professional confidential/supervisory (DP Unit Code 98) positions will be compensated on an hour-for-hour basis at no less than their regular rate of compensation in cash or equivalent time off.
 - b. Employees in nonprofessional supervisory (DP Unit Code 16) and nonprofessional confidential/supervisory (DP Unit Code 96) positions will be compensated at the premium rate or granted time off at the number of overtime hours multiplied by 1.5.
- (c) General Administrative Provisions.
- 1. Appointing authorities will have discretion to approve scheduled use of time off earned in lieu of cash payment for overtime hours.
 - 2. Time off earned in lieu of cash payment for overtime hours which cannot be scheduled by the appointing authority within 12 months after the end of the calendar year in which the time is earned will be paid in cash at the employee's current regular rate times the unused time off hours earned.
 - 3. Payment of overtime will be in addition to the premium rate paid for holiday work incurred during the established workweek or work period.

4.04 Overtime During a Declared Emergency

During a declared emergency under ss. 20.922(2) and 20.901 (1)(b), Wis. Stats., employees who are not required to respond to declared emergencies as part of their broader job responsibilities may be temporarily assigned to perform duties which are not normally performed or which are not described in the employee's position description. When such assignments result in overtime hours which are directly attributable to the declared emergency, the employee will receive the premium rate or will be credited with compensatory time off at the rate of 1.5 hours for each overtime hour worked. For more information, refer to Chapter 520 of the Wisconsin Human Resources Handbook.

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4.05 Night Differential for Permanent Employees

(1) Eligibility.

Subject to (2) below, all permanent classified employees are eligible except for employees whose positions are classified as Director of Nursing, Health Services Nursing Coordinator, Nursing Administrator, Nursing Practitioner-Management, and Nursing Supervisor.

NOTE: For provisions relating to supplementary pay for project employees see 4.20 of this Section (Section A).

(2) General Administrative Provisions.

- (a) The payment of Night Differential is mandatory for all qualifying work hours of employees who are paid on an hourly rather than a salary basis.
- (b) The payment of Night Differential is at the discretion of the appointing authority for all qualifying work hours of employees who are paid on a salary basis.

(3) Rate.

- (a) Forty-five cents (\$0.45) per hour for all night hours worked (i.e., work hours between the hours of 6:00 p.m. and 6:00 a.m.).
- (b) Work hours are defined as work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employees, work hours means hours as defined in Section 516.060 of the Wisconsin Human Resources Handbook.

4.06 Weekend Differential for Permanent Employees

(1) Eligibility.

Subject to (2) below, all permanent classified employees are eligible.

NOTE: For provisions related to supplementary pay for project employees see 4.20 of this Section (Section A).

(2) General Administrative Provisions.

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- (a) The payment of Weekend Differential is mandatory for all qualifying work hours of employees who are paid on an hourly rather than a salary basis.
 - (b) The payment of Weekend Differential is at the discretion of the appointing authority for all qualifying work hours of employees who are paid on a salary basis.
- (3) Rate.
- (a) Sixty cents (\$0.60) per hour for all weekend work hours (i.e., work hours on Saturday and Sunday).
 - (b) Work hours are defined as work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employees, work hours means hours as defined in Section 516.060 of the Wisconsin Human Resources Handbook.

4.07 Responsibility Differential for Permanent Positions in Certain Nursing Related Classifications

- (1) Eligibility. Subject to (2) below, all permanent classified employees whose positions are classified as Director of Nursing, Health Services Nursing Coordinator, Nursing Administrator, Nursing Practitioner-Management, and Nursing Supervisor are eligible.

NOTE: Employees whose positions are classified as Director of Nursing, Health Services Nursing Coordinator, Nursing Administrator, Nursing Practitioner-Management, and Nursing Supervisor are not eligible for the Night Differential provided under 4.05 of this Section (Section A).

NOTE: For provisions related to supplementary pay for project employees see 4.20 of this Section (Section A).

- (2) General Administrative Provisions.
- (a) The payment of Responsibility Differential is mandatory for all qualifying work hours of employees who are paid on an hourly rather than a salary basis.
 - (b) The payment of Responsibility Differential is at the discretion of the appointing authority for all qualifying work hours of employees who are paid on a salary basis.
- (3) Rate.

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- (a) One dollar and forty cents (\$1.40) per hour for all responsibility hours (work hours between 7:00 p.m. and 7:00 a.m.).
- (b) Work hours are defined as work time as directed by the appointing authority during which an employee must be on duty and/or at a prescribed place of work. In determining overtime hours for nonexempt employees, work hours means hours as defined in Section 516.060 of the Wisconsin Human Resources Handbook.

4.08 Crafts Worker Supervisor, Shop Supervisor, and Crafts Operations Manager-UW-Milwaukee Add-On

- (1) Crafts Worker Supervisors will be paid one dollar (\$1.00) per hour more than the adjusted state rate for the highest paid Craft supervised, or one dollar (\$1.00) per hour more than the adjusted state rate for the craft in which they have journeyman status, whichever is greater.
- (2) Shop Supervisors will be paid one dollar and fifty cents (\$1.50) per hour more than the pay rate established in accordance with (1) above, for the highest paid Crafts Worker Supervisor supervised, or one dollar and fifty cents (\$1.50) per hour more than the adjusted state rate for the craft in which they have journeyman status, whichever is greater.
- (3) Crafts Operations Manager, UW Milwaukee will be paid the greater of the following rates:
 - (a) Two dollars (\$2.00) per hour more than the greater of the pay rates established in accordance with (1) or (2) above, for the highest paid Crafts Worker Supervisor or Shop Supervisor supervised, or
 - (b) Two dollars (\$2.00) per hour more than the adjusted state rate for the craft in which they have journeyman status.

NOTE: The supervisory add-ons provided under 4.08 above, will always be based on the adjusted state rate for the 84/100 hours of annual leave established in accordance with the building trade crafts collective bargaining agreement. The applicable adjusted state prevailing rate is considered to be the base pay rate for pay administration purposes.

4.09 Standby Pay

When the appointing authority requires that an employee be available for work and be able to report to work in less than one hour, the appointing authority may grant standby pay at the rate of two dollars and twenty-five cents (\$2.25) for each hour in standby status. Standby pay will be mandatory for nonprofessional confidential employees.

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4.10 Call-Back/Call-In Pay

The appointing authority may guarantee a minimum of two hours pay when an emergency situation exists and an employee is called back for duty or called in on the employee's day off. The guaranteed minimum of two hours pay will be mandatory for:

- (1) Nonprofessional confidential employees; and
- (2) Supervisory employees when call-back/call-in work hours plus other work hours cause the employee to receive mandatory overtime pay under 4.03(2)(b)2 of this Section (Section A).

4.11 Holiday Premium

Compensatory time off or payment at the premium rate will be granted for holiday work hours as provided in s. 230.35 (4)(b), Wis. Stats.

4.12 Supplemental Psychologist - Doctorate Add-On

- (1) The amount provided as the minimum in the table below will be added to the base pay of an employee whose position has been allocated to one of the following classifications: Psychologist Supervisor Doctorate; Psychologist Supervisor Doctorate Management; Psychologist Manager Doctorate and Psychologist Chief Doctorate.
- (2) An additional amount, up to the maximum shown in the table below, may also be granted. The appointing authority has the sole discretion to approve, modify or deny the additional add-on amount based on external market conditions affecting the recruitment and retention of employees with doctorates in the psychology subspecialty required by the position. Such amounts may differ by geographic area and by subspecialty. Differences in add-on amounts may **not** be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignment of the classification. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.
- (3) In order to be eligible for the "Doctorate" classification and resultant add-on, the employee must possess a recognized Doctorate in Psychology or a related field such as Behavioral Disabilities. Employees who possess an equivalent to a Doctorate, as evidenced by licensure by the Psychology Examining Board, will also be eligible.
- (4) The Psychologist-Doctorate add-on will be effective at the beginning of the first pay period following receipt by the appointing authority of proof of such Doctorate or licensure.

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PSYCHOLOGIST-DOCTORATE ADD-ON	
July 1, 2001 – June 29, 2002	
\$3.10 –mandatory minimum	\$4.29 – maximum*

PSYCHOLOGIST-DOCTORATE ADD-ON	
June 30, 2002 – June 28, 2003	
\$3.17 - mandatory minimum	\$4.38 – maximum*

*Any amount above the mandatory minimum, subject to this maximum, is granted at the discretion of the appointing authority.

4.13 Supplemental Pay for Attorney Supervisory and Managerial Positions

- (1) This supplemental pay provision applies to Attorney positions allocated to Supervisory, Confidential/Supervisory or Management classifications who supervise one or more permanent Attorney positions.
- (2) The actual responsibility add-on amount paid to an employee may be any amount up to the maximum rate. The maximum rate allowable will not exceed the amounts designated in the table below.

ATTORNEY SUPERVISOR ADD-ON SUPPLEMENTAL PAY MAXIMUMS			
July 1, 2001 – June 28, 2003			
	Not To Exceed Hourly Rate	Monthly Rate	Annual Rate
	\$2.75	\$478.50	\$5,742.00

- (3) The appointing authority has the discretion to grant or adjust supplemental pay subject to the maximum allowable amounts based on their analysis of the organizational structure, internal and external relationships, size of staff supervised and any other reasonable criteria deemed appropriate. The department will immediately discontinue the add-on when the Attorney is no longer employed in a position allocated to a supervisory or managerial classification. Failure to do so will result in a salary overpayment that must be recovered by the appointing authority.

4.14 Supplemental Teacher Supervisor and Education Director Add-On

- (1) An add-on amount may be paid to supplement the base pay of an employee whose position is allocated to the Teacher Supervisor or Education Director classification, based on credits earned from an accredited college or university over and above

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those needed for basic certification as a teacher or education director, as provided in the schedule below.

- (2) In order to be eligible for the add-on, the appointing authority must make a determination that the additional credits on which the add-on is based are relevant to the duties and responsibilities of the position. The appointing authority will have the discretion to determine the relevance of the credits.
- (3) If granted, the add-on will be effective at the beginning of the first pay period following receipt by the appointing authority of proof that the relevant credits were earned.
- (4) If the incumbent moves from the position for which an add-on amount has been determined to be appropriate to a position not allocated to one of these classifications, the add-on shall cease. If the incumbent moves to another position allocated to one of these classifications, the appointing authority shall re-evaluate the additional credits beyond those needed for basic certification and establish which are relevant to the new position. It is on these credits that any add-on to be applied will be based.

TEACHER SUPERVISOR AND EDUCATION DIRECTOR SUPPLEMENTAL PAY AMOUNTS									
HOURLY ADD-ON AMOUNTS									
July 1, 2001 – June 28, 2003	\$0.85	\$1.10	\$1.35	\$1.60	\$1.85	\$2.10	\$2.35	\$2.60	\$2.85
NUMBER OF CREDITS BEYOND BACHELOR'S/MASTER'S DEGREE									
Bachelor's Degree plus:	6	12	18	24	30	36	42	48	54
Master's Degree plus:	-	-	-	-	0	6	12	18	24

The above add-on amounts apply only to classifications eligible for the supplemental pay add-on.

4.15 Supplemental Pay for Dentists, Physicians, and Psychiatrists

Permanent and project employees whose positions require the possession of a license to practice medicine pursuant to s. 448.05, Wis. Stats., are covered by all of the provisions of 4.15 of this Section (Section A). These positions are classified as Physician Supervisor, Physician Management, Psychiatrist Supervisor, or Psychiatrist Management. Permanent and project employees in positions classified as Dentist Supervisor or Dentist Management are covered by part (2) of 4.15 only.

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(1) Supplemental Pay for Board Certification and Board Certification Eligibility.

Subject to (a) through (e) below, the appointing authority has the authority to determine supplemental pay in accordance with the schedule of supplemental pay amounts provided under (f) below, for Board Certification eligibility or Board Certification.

- (a) Board Certification Eligibility. An employee in a position for which the appointing authority requires Board Certification and who has been certified by the appropriate Medical Specialty Board as having achieved the required Board Certification eligibility may be granted supplemental pay up to the amount shown in the table below, at the discretion of the appointing authority. No credit will be given for board certification eligibility in a specialty not directly related to the employee's position, as determined by the appointing authority.
- (b) Board Certification. An employee in a position for which the appointing authority requires Board Certification and who has been certified by the appropriate Medical Specialty Board for the required certification may be granted supplemental pay within the range provided in the table below. No credit will be given for Board Certification in a specialty not directly related to the employee's position, as determined by the appointing authority.
- (c) Supplemental pay may only be granted upon receipt of written evidence of Board Certification eligibility or Board Certification. All supplemental pay adjustments will be effective at the beginning of the pay period following the determination by the appointing authority that the employee has presented sufficient evidence of the Board Certification eligibility or Board Certification required for the position. Supplemental pay will be discontinued by the appointing authority whenever the Physician or Psychiatrist is no longer employed in a position for which the appointing authority requires the Board Certification.
- (d) Any employee who was already receiving supplemental pay for Board Certification on November 26, 1995, in an amount that was greater than fifteen percent (15%) of the minimum of the pay range that took effect on November 26, 1995, will retain at least that amount while in the position the employee occupied on that date.
- (e) Employees eligible for supplemental pay are limited to one supplemental pay amount to reflect either Board Certification Eligibility or Board Certification. There will be no pyramiding of supplemental pay provided in accordance with these provisions (Section A, 4.15(1) of this Plan).

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- (f) Schedule of Supplemental Pay Amounts for Board Certification and Board Certification Eligibility.

Schedule of Supplemental Pay Amounts for Board Certification And Board Certification Eligibility		
Pay Range (Classification)	July 1, 2001 – June 29, 2002	
	Board Certification Eligibility	Board Certification
Pay Range 50-51 (Physician Supv.) (Physician Mgt.)	NTE - \$5.56/hr.	\$8.34 – \$16.67/hr.
Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.)	NTE – \$6.06/hr.	\$9.09 – \$18.18/hr.
Pay Range (Classification)	June 30, 2002 – June 28, 2003	
	Board Certification Eligibility	Board Certification
Pay Range 50-51 (Physician Supv.) (Physician Mgt.)	NTE - \$5.67/hr.	\$8.50 – \$17.00/hr.
Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.)	NTE – \$6.19/hr.	\$9.28 – \$18.55/hr.

(2) Supervisory/Management Responsibility.

- (a) Because of the variety of existing and potential future positions assigned supervisory or management responsibility, supplemental pay will be based upon such factors as organizational status, structure of the work environment, program scope and complexity, decision-making authority, policy-setting authority or any other reasonable factors. The added supplemental pay will relate to either of the two categories listed in the table below.

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Schedule of Supplemental Pay Amounts for Supervisory and Management Responsibility		
Pay Range (Classification)	July 1, 2001 – June 29, 2002	
	Supervisory	Management
Pay Range 50-50 (Dentist Supv.) (Dentist Mgt.)	NTE - \$4.55/hr.	NTE - \$13.64/hr.
Pay Range 50-51 (Physician Supv.) (Physician Mgt.)	NTE - \$5.56/hr.	NTE - \$16.67/hr.
Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.)	NTE – \$6.06/hr.	NTE - \$18.18/hr.

Pay Range (Classification)	June 30, 2002 – June 28, 2003	
	Supervisory	Management
Pay Range 50-50 (Dentist Supv.) (Dentist Mgt.)	NTE - \$4.64/hr.	NTE - \$13.91/hr.
Pay Range 50-51 (Physician Supv.) (Physician Mgt.)	NTE - \$5.67/hr.	NTE - \$17.00/hr.
Pay Range 50-52 (Psychiatrist Supv.) (Psychiatrist Mgt.)	NTE – \$6.19/hr.	NTE - \$18.55/hr.

- (b) Supplemental pay for supervisory/management responsibility may be granted, increased, or reduced based upon changes in assigned responsibilities. This type of change is not considered a promotion or demotion and, therefore, within range base pay increases will not be granted.

- (c) Effective Dates

All supplemental pay adjustments will be effective at the beginning of the pay period following the determination by the appointing authority that such adjustments are warranted in accordance with this Section (Section A). The department will discontinue supplemental pay whenever the employee is not employed in a position requiring supervisory or management responsibility.

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(3) Medical Officer of the Day Pay.

Physicians or Psychiatrists assigned as Medical Officer of the Day are responsible for all aspects of the institution's medical program on weekends and from 4:30 p.m. to 7:45 a.m. on weekdays. During these time frames, the Medical Officer of the Day is assigned both on-site responsibilities (e.g., doing rounds, making medical judgments on admissions, responding to general ward problems, etc.) and off-site responsibilities (e.g., discussing changed status of patients, prescribing treatment and medications, renewing medical orders, responding to general ward problems, etc.).

Compensation for Medical Officer of the Day off-site or on-site standby duties may, upon approval of the DER Secretary, be set at a rate not to exceed the usual and customary fee for such service as reflected by appropriate pay policies in the health treatment industry.

4.16 Supplemental Pay for Supervisory and Management Engineering & Related Classifications

- (1) An add-on amount of thirty cents (\$0.30) per hour may be paid to supplement the base pay of an employee whose position is allocated to one of the nonrepresented management or supervisory engineering and related classifications based upon the employee's possession of a Designer of Engineering Systems permit, or a license or registration as a Land Surveyor, Professional Geologist, Professional Hydrologist, Professional Soil Scientist, Petroleum Operations Engineer, Wisconsin Registered Interior Designer, or Landscape Architect. An add-on of fifty cents (\$0.50) per hour may be paid to supplement the base pay of an employee whose position is allocated to one of the nonrepresented management or supervisory engineering and related classifications based upon the employee's possession of a Professional Engineer license or an Architect registration.
- (2) To be eligible for this add-on, the employee must occupy a position allocated to one of the nonrepresented supervisory or managerial engineering and related classifications and hold a current license or registration from the Department of Regulation and Licensing as a Professional Engineer, Registered Architect, Landscape Architect, Land Surveyor, Professional Hydrologist, Professional Soil Scientist, Petroleum Operations Engineer, Professional Geologist, or Interior Designer, or hold a permit as a Designer of Engineering Systems.
- (3) The appointing authority will have the discretion to determine the relevance of the registration or permit to the position held and to authorize the hourly add-on. If granted, the add-on will be effective at the beginning of the first pay period following receipt by the appointing authority of proof that the registration or permit has been obtained and is currently held.

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- (4) If the incumbent moves from the position for which an add-on has been approved by the appointing authority to a position not allocated to one of the authorized classifications, the add-on will cease. If the incumbent moves to another position allocated to one of the authorized classifications, the appointing authority of the new position has the discretion to determine whether the add-on will be continued in the new position. If an employee receiving an add-on ceases to hold a current registration or permit as the result of expiration or revocation, the add-on will cease effective at the beginning of the first pay period following the expiration or revocation date.

4.17 Certified Public Accountant (CPA) Add-On for Professional Confidential, Supervisory, or Management Fiscal Classifications

- (1) CPA Add-On (Pre-Certification). An add-on amount of twenty-five cents (\$0.25) per hour may be paid to supplement the base pay of an eligible employee whose position is allocated to one of the nonrepresented professional confidential, supervisory, or management fiscal classifications based upon the employee's successful completion of the Certified Public Accountant (CPA) examination and possession of the CPA "Notification of Grades." To be eligible for the add-on, all three of the following criteria must be met:
 - (a) The employee must be in a position that is allocated to one of the following nonrepresented professional confidential, supervisory, or management fiscal classifications: Accountant, Auditor, Financial Program Supervisor, Financial Officer, Financial Manager, Financial Management Supervisor, or agency-specific professional fiscal classification;
 - (b) The employee must successfully complete the CPA examination and possess the CPA "Notification of Grades" from the Department of Regulation and Licensing or another state; **and**,
 - (c) The CPA-related knowledge must be relevant to the position's assigned duties and responsibilities.
- (2) CPA Add-On (Post-Certification). Upon earning the CPA certification, an additional add-on amount of twenty-five cents (\$0.25) per hour may be granted to an employee to bring the employee's total add-on amount up to fifty cents (\$0.50) per hour. To be eligible for this additional add-on amount, all three of the following criteria must be met:
 - (a) The employee must be in a position that is allocated to one of the following nonrepresented professional confidential, supervisory, or management fiscal classifications: Accountant, Auditor, Financial Program Supervisor, Financial Officer, Financial Manager, Financial

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Management Supervisor, or agency-specific professional fiscal classification;

- (b) The employee must possess a current certificate from the Department of Regulation and Licensing or another state as a Certified Public Accountant; **and,**
 - (c) The CPA-related knowledge must be relevant to the position's assigned duties and responsibilities.
- (3) DER will establish and maintain the list of professional and professional supervisory classifications that qualify for either type of CPA add-on.
 - (4) The appointing authority will have the discretion to determine the relevance of the successful completion of the CPA examination or CPA certification to the position held and to authorize the hourly add-on.
 - (5) If an add-on is granted, it will take effect at the beginning of the first pay period following the appointing authority's receipt of proof that the CPA examination has been successfully completed or proof that the CPA certification has been obtained and is currently held.
 - (6) If the incumbent moves from the position for which an add-on has been approved by the appointing authority to a position not allocated to one of the authorized classifications, the add-on will cease. If the incumbent moves to another position allocated to one of the authorized classifications, the appointing authority of the new position has the discretion to determine whether the add-on will be continued in the new position, based on the criteria noted above. If an employee receiving an add-on ceases to hold a current certification as the result of expiration or revocation of such certification, the add-on will cease effective at the beginning of the first pay period following the expiration or revocation date.

4.18 Certified General Appraiser Add-On

An add-on amount of thirty cents (\$0.30) per hour may be paid to supplement the base pay of an eligible employee in a position of which the primary responsibility is property assessment or real estate appraisal, based on the employee's possession of a current certification as a Certified General Appraiser from the Department of Regulation and Licensing.

- (1) To be eligible for the add-on, the following conditions must be met:
 - (a) The employee must be in a position of which the primary responsibility is property assessment or real estate appraisal.

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- (b) The employee must possess a current certification as a Certified General Appraiser from the Department of Regulation and Licensing; and,
 - (c) The General Appraiser Certification must be relevant to the position's assigned duties and responsibilities.
- (2) DER will establish and maintain the list of classifications that qualify for the General Appraiser Certification Add-On.
 - (3) The appointing authority will have the discretion to determine the relevance of the certification to the position held and to authorize the hourly add-on.
 - (4) If an add-on is granted to an employee, it will take effect at the beginning of the first pay period following the appointing authority's receipt of proof that the certification has been obtained and is currently held.
 - (5) If the incumbent moves from the position for which an add-on has been approved by the appointing authority to a position not allocated to one of the authorized classifications, the add-on will cease. If the incumbent moves to another position allocated to one of the authorized classifications, the appointing authority of the new position has the discretion to determine whether the add-on will be continued in the new position, based on the criteria noted above. If an employee receiving an add-on ceases to hold a current certification as the result of expiration or revocation of such certification, the add-on will cease effective at the beginning of the first pay period following the expiration or revocation date.

4.19 Supplemental Pay Program for Managers and Supervisors of Revenue Field Auditor and Related Classifications

- (1) The Department of Revenue (DOR) may develop a supplemental pay program for managers and supervisors comparable to that which was negotiated for their subordinates in Revenue Field Auditor and related positions. This supplemental pay program would apply to employees in positions allocated to the following classifications: Revenue Administrative Officer 2; Revenue Administrative Manager; Administrator, Division of Income, Sales and Excise Tax; and other revenue field auditor-related supervisory or managerial classifications with responsibility for directing positions performing or reviewing revenue field audits.
- (2) The appointing authority will have the discretion to grant or adjust add-ons, subject to the maximum allowable amount, based on criteria developed by the appointing authority. Such criteria must be approved by the DER Secretary prior to the granting of any add-ons under these provisions.
- (3) Differences in add-on amounts may not be based on differences in the level of managerial or supervisory functions performed. These differences are

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reflected in the base pay range assignments of the classifications. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.

- (4) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on.
- (5) Any add-on will be immediately discontinued by DOR when the employee is no longer employed in the position for which the add-on was approved.

4.20 Overtime Compensation and/or Supplemental Pay for Project Employees

Except as provided in 4.04 (Overtime During a Declared Emergency) of this Section (Section A), project employees must receive the same overtime compensation and/or supplemental pay as permanent employees in the same class. Each position is considered separately in determining the number of work hours for employees occupying more than one position unless the FLSA requires that the work hours be considered jointly.

NOTE: See Section E, 2.00 and Section I, 4.04 of this Plan for provisions relating to pay upon appointment to project positions.

4.21 Supplemental Pay Program for Power Plant Supervisors, Power Plant Managers, and Power Plant Superintendents

- (1) Effective June 4, 2000, agencies or universities that have power plant facilities may develop a supplemental pay program comparable to that negotiated for their subordinates in Power Plant Operator and Power Plant Assistant positions. This supplemental pay program would apply to employees in positions allocated to the Power Plant Supervisor, Power Plant Manager, and the Power Plant Superintendent classifications at power plant facilities for which an add-on has been negotiated.
- (2) The appointing authority will have the discretion to grant or adjust add-ons, subject to the maximum allowable amount negotiated for the subordinates at the facility, based on criteria developed by the appointing authority. Differences in add-on amounts may not be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignments of the classifications. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.

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- (3) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on.
- (4) The agency or university will immediately discontinue any add-on when the employee is no longer employed in the position for which the add-on was approved.

4.22 Supplemental Pay for Add-On Pilot Programs

- (1) An agency may develop a supplemental pay program for managers and supervisors comparable to any add-on pilot program for their subordinates during the life of any collective bargaining agreement. This supplemental pay program would apply to employees in positions allocated to supervisory or managerial classifications with responsibility for directing positions receiving an add-on.
- (2) The appointing authority will have the discretion to grant or adjust add-ons, subject to the maximum allowable amount, based on criteria developed by the appointing authority. Such criteria must be approved by the DER Secretary prior to the granting of any add-ons under these provisions.
- (3) Differences in add-on amounts may not be based on differences in the level of managerial or supervisory functions performed. These differences are reflected in the base pay range assignments of the classifications. Pursuant to s. 230.12(1)(c), Wis. Stats., supplemental pay may not be granted for circumstances reflected by the base pay rate or range.
- (4) Any add-on granted to an employee will take effect at the beginning of the first pay period following the appointing authority's approval of the add-on.
- (5) Any add-on will be immediately discontinued when the employee is no longer employed in the position for which the add-on was approved.

5.00 Benefit Provisions

5.01 Health Insurance Premiums

As provided under s. 40.05(4)(ag), Wis. Stats., and this Plan, the state will pay health insurance premiums for its insured employees who are currently employed:

- (1) For insured part-time employees, including those in project positions as defined in s. 230.27(1), Wis. Stats., who are appointed to work less than 1044 hours per year, an amount equal to 50% of the employer contribution under (2).
- (2) For eligible employees not specified in (1) and (3), 90% of the gross premium for the standard health insurance plan offered to state employees by the Group

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Insurance Board or 105% of the gross premium of the alternative qualifying plan offered under s. 40.03 (6), Wis. Stats., that is the least costly qualifying plan within the county in which the alternate plan is located, whichever is lower, but not more than the total amount of the premium. Employer contributions for employees who select the standard plan will be based on their county of residence.

Qualifying health insurance plans will be determined in accordance with standards established by the Group Insurance Board.

- (3) Pursuant to s. 230.12(1)(b), Wis. Stats., the pay system in place for nonrepresented crafts employees is based upon the pay system for represented crafts employees as established in the collective bargaining agreement between the State and the designated representative of the building trade crafts bargaining unit. Therefore, nonrepresented crafts employees, i.e., Crafts Worker Supervisors, Shop Supervisors, the Crafts Operation Manager, UW-Milwaukee, and employees in project positions allocated to a crafts classification who choose to carry health insurance, are required to pay the entire monthly health insurance premium in the same manner as that provided for represented crafts employees under the terms of the applicable collective bargaining agreement.

The administrative means by which the monthly premium payments are paid will be established in a manner similar to that established for premium payment by represented employees and that does not cause undue hardship on affected employees.

<p>NOTE: See 4.08 of this Section (Section A) for the pay provisions relating to nonrepresented crafts employees.</p>
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5.02 Retirement Contributions

- (1) As provided under s. 40.05(1)(b), Wis. Stats., and this plan, the state payment for employee retirement contributions will equal 5% of the earnings for creditable service of each participating employee.
- (2) The State will pay the 1.0% benefit adjustment contribution required by s. 40.05(2m), Wis. Stats.
- (3) Effective January 1, 1996, the State will pay the additional three tenths of one percent (.3%) employee share of the benefit adjustment contribution for general occupation participants required by s. 40.05(2n)2, Wis. Stats.
- (4) Employees on leave without pay to work for a nonparticipating employer may, upon mutual agreement of the employing State agency and the employee, be deemed to receive earnings at the employee's rate of pay immediately prior to the leave if the nonparticipating employer agrees to reimburse the employing

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State agency for the employer retirement contribution required under s. 40.05(2), Wis. Stats. The nonparticipating employer may also agree to pay all or part of employer payments made pursuant to ss. 40.05(1)(b) and 230.12, Wis. Stats. Any required payments under s. 40.05(1), Wis. Stats., which are not paid by the nonparticipating employer must be paid by the employee. Participating employers are those employers subject to the provisions of the retirement plan under Chapter 40, Wis. Stats. See also s. 40.02(22)(e), Wis. Stats.

Administrative procedures of this schedule are developed and implemented in accordance with the directives issued by the DER Secretary.

6.00 Labor Management Cooperation Related Pilot Programs

An agency may develop a pilot program for nonrepresented employees comparable to a pilot program for represented employees established under Labor Management Cooperation (LMC), subject to the following conditions:

- (1) The pilot program would apply only to employees in positions that have a direct relationship to the represented employees (e.g., supervisor of represented employee(s)) working under an LMC pilot program, and/or work under the same conditions that resulted in the LMC pilot program.
- (2) The appointing authority will determine which nonrepresented employees may be covered by this pilot program, and must receive approval from DER of both the program and nonrepresented employees to be covered.
- (3) Implementation of any provisions of the pilot program will not use criteria based on differences in the level of functions performed, pay rate or pay range unless such criteria is used in the LMC pilot program.
- (4) The effective date of the program will be the beginning of the first pay period following DER approval, or the effective date of the LMC pilot program, whichever is later.
- (5) Participation in the pilot program will cease immediately if an employee is no longer employed in a position for which the pilot program was created.
- (6) The pilot program will not be extended beyond the end date of the LMC pilot program without DER approval.

SECTION B - COMPENSATION PROVISIONS FOR ELECTED OFFICIALS, APPOINTED EXECUTIVE SALARY GROUP EMPLOYEES, AND CERTAIN OTHER UNCLASSIFIED EMPLOYEES

1.00 Coverage

2.00 Pay Administration for Elected Officials Under s. 20.923(2) and (3), Wis. Stats.

- 2.01 Pay Administration for Justices and Judges
- 2.02 Pay Administration for Legislative Members
- 2.03 Pay Administration for Constitutional Officers
- 2.04 Pay Administration for District Attorneys

3.00 Pay Administration for Appointed Unclassified Employees

- 3.01 Coverage
- 3.02 Pay on Appointment
- 3.03 ESG Assignments, Pay Range Assignments and Other Pay Rate Limitations for Positions Not Assigned by Statute
- 3.04 Salary Adjustments for Employees Serving a Fixed Term
- 3.05 Base Pay Adjustments for Fiscal Years 2001-02 and 2002-03 for Employees Not Serving a Fixed Term
- 3.06 Pay Increases If Level of Functions Increases
- 3.07 Overtime Compensation and Supplemental Pay

4.00 Benefit Provisions

- 4.01 Health Insurance Premiums
- 4.02 Retirement Contributions

5.00 Discretionary Compensation Performance Recognition Adjustment (DCPRA)

INTRODUCTION

This Section (Section B) contains provisions governing the pay of all elected officials and certain unclassified civil service employees. For elected officials, this includes the annual salary rates for each of the elective offices. For elected officials and appointed fixed-term employees, this includes an explanation of the constitutional prohibition on pay adjustments during the term of office. For appointed indefinite-term unclassified employees, this includes many of the same types of provisions contained in Section A and/or Section J for nonrepresented classified employees (General Wage Adjustment (GWA); Discretionary Compensation Performance Recognition Adjustment (DCPRA); Supplemental Pay and Overtime Compensation). In addition, certain types of pay provisions analogous to those for classified employees (e.g., pay increases analogous to regrade upon reallocation and reclassification) are contained in Sections E and I of this Plan for certain appointed indefinite-term unclassified employees.

Section B - Introduction

In accordance with s. 230.12(1)(a)1.b., Wis. Stats., the pay of all unclassified civil service employees is governed by the pay provisions of the Compensation Plan, except for the following:

Employees of the University of Wisconsin System who are identified under ss. 20.923 (4g) and (5), Wis. Stats.

Employees of the legislature who are not identified under s. 20.923(4), Wis. Stats.

Employees of a legislative service agency under subch. IV of ch. 13, Wis. Stats.

Employees of the state court system.

Employees of the Investment Board identified under s. 230.08(2)(p), Wis. Stats.

One stenographer employed by each elective executive officer under s. 230.08(2)(g), Wis. Stats., and

Three sales representatives of prison industries and one sales manager of prison industries identified under s. 303.01(10), Wis. Stats.

Certain other compensation provisions, such as those relating to employer payments toward benefit contributions, are contained in this Plan. The benefit provisions cover all nonrepresented unclassified employees including those not covered by the pay provisions of this Plan.

Compensation provisions for unclassified civil service employees covered by this Plan who would be Limited Term Employees (LTEs) if their employment were in the classified service are contained in Section D.

1.00 Coverage

This Section (Section B) covers justices and judges, legislative members and constitutional officers. This Section (Section B) also covers appointed employees whose pay is governed by the Executive Salary Groups (ESGs) under s. 20.923, Wis. Stats., as well as certain other unclassified employees whose pay is not governed by the ESGs.

Covered employees occupy the following positions:

- s. 20.923(2) - Constitutional Officers and Other Elected State Officials
- s. 20.923(3) - Justices and Judges
- s. 20.923(4) - State Agency Positions (including unclassified Division Administrators listed under 3.03(2))
- s. 20.923(7) - Director and Executive Assistant of the Wisconsin Technical College System
- s. 20.923(8) - Deputies
- s. 20.923(9) - Executive Assistants
- s. 20.923(10) - Office of the Governor Staff
- s. 20.923(12) - Other Department of Regulation and Licensing Positions

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s. 230.12(1) - All unclassified positions for which pay is covered by this Plan in accordance with s. 230.12(1)(a)1.b., Wis. Stats.

All nonrepresented unclassified employees, including employees in positions not listed above, are covered by provisions governing employer contributions for health insurance premiums contained in 4.01 of this Section (Section B) and state payment of employee retirement contributions under 4.02.

NOTE: Provisions regarding employees who would be considered LTEs if their employment were in the classified service are contained in Section D of this Plan.

2.00 Pay Administration for Elected Officials under s. 20.923(2) and (3), Wis. Stats.

2.01 Pay Administration for Justices and Judges

(1) Annual Rates for Incumbents.

The rate for office becomes the incumbent's rate at the time any judge or justice takes the oath of office in accordance with s. 20.923(3), Wis. Stats., and Article IV, Section 26, of the Wisconsin Constitution.

(2) Annual Rates for Office.

Position	Incumbent's July 1, 2001 Pay Rate	July 1, 2001 – June 29, 2002 Rate For Office	June 30, 2002 – **June 28, 2003 Rate For Office
Circuit Court Judge	\$105,755	\$106,812	\$108,950
Court of Appeals Judge	\$112,100	\$113,222	\$115,488
Supreme Court Justice	\$118,824	\$120,017	\$122,418
Supreme Court Chief Justice	\$118,824*	\$120,017*	\$122,418*

* s. 20.923(2)(b), Wis. Stats., stipulates that pay established for the chief justice of the supreme court shall be different than pay established for the associate justices of the supreme court. Therefore, the chief justice of the supreme court receives a supplemental pay add-on of \$8,000.

2.02 Pay Administration for Legislative Members

(1) Legislative Compensation, Effective Date.

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Article IV, Section 26 of the Wisconsin Constitution prohibits increasing or decreasing the compensation of public officers during their term of office except that any increase in the compensation of members of the legislature will take effect, for all senators and representatives to the assembly, after the next general election beginning with the new assembly term. (Refer also to incumbent salary limitation under s. 20.923(15)(b), Wis. Stats.)

(2) Annual Rates for Office.

Position	Incumbent's July 1, 2001 Pay Rate	July 1, 2001 – June 29, 2002 Rate For Office	June 30, 2002 –June 28, 2003 Rate For Office
Legislative Member	\$44,233	\$44,675	\$45,569

(3) Sick Leave Accrual for Legislators.

For the purposes of premium determinations under ss. 40.05(4) and (5), Wis. Stats., legislative members will accrue sick leave at 65% of the full time accrual rate established under s. ER 18.03, Wis. Adm. Code.

2.03 Pay Administration for Constitutional Officers

(1) Annual Rates for Incumbents.

The "Rate for Office" becomes the incumbent's rate at the time the incumbent begins his or her term of office. "Incumbent's July 1, 2001, Pay Rate," as provided in the Chart under (2), is based on the rate for office in effect on the date the incumbent, in the office on July 1, 2001, began his or her term of office. For the State Superintendent of Public Instruction a new term of office begins on July 2, 2001 (i.e., the first Monday in July after election). For all other Constitutional Officers listed below, the current term of office began on January 4, 1999 (i.e., the first Monday in January after election), except the Governor and Lieutenant Governor.

Article IV, Section 26, of the Wisconsin Constitution prohibits compensation increases or decreases for incumbent Constitutional Officers during the term of office. (Refer also to incumbent salary limitation under s. 20.923(15)(b), Wis. Stats. and s. 13.04 Wis. Stats.)

(2) Annual Rates for Offices.

The "Rate for Office" for the Constitutional Offices listed in the chart below are based on the Executive Salary Groups provided in Section Z of this Plan.

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Constitutional Office	Executive Salary Group	Incumbent's July 1, 2001 Pay Rate	July 1, 2001 – June 29, 2002 Rate For Office	June 30, 2002 – *June 28, 2003 Rate For Office
State Treasurer	1	\$54,610	\$61,323	\$62,549
Secretary of State	1	\$54,610	\$61,323	\$62,549
Lieutenant Governor	4	\$60,183	\$68,213	\$69,579
State Superintendent, Public Instruction	7	\$99,354	\$107,432	\$109,587
Attorney General	10	\$112,274	\$125,351	\$127,868
Governor	10	\$122,406	\$129,177	\$131,768

2.04 Pay Administration for District Attorneys

Pursuant to s. 978.12(1), Wis. Stats., the rates for office for District Attorneys are reviewed and established in the Compensation Plan, in the manner set forth under s. 230.12(3), Wis. Stats. Pursuant to s. 978.12(1)(a)2., Wis. Stats., any individual appointed to fill a vacancy in the office of district attorney shall be compensated for the residue of the unexpired term at the same rate that applied to the individual who vacates the office filled by the appointee on the date the vacancy occurs. (Refer also to incumbent salary limitation under s. 20.923(15)(b), Wis. Stats.)

Prosecutorial Unit Size (as determined under s. 978.12(1)(a)1., Wis. Stats.)	Incumbent's July 1, 2001 Pay Rate	July 1, 2001 – June 29, 2002 Rate For Office	June 30, 2002 – June 28, 2003 Rate For Office
More than 500,000	\$111,000	\$112,109	\$114,352
More than 250,000 but not more than 500,000	\$100,000	\$100,999	\$103,020
More than 100,000 but not more than 250,000	\$95,000	\$95,950	\$97,871
More than 75,000 but not more than 100,000	\$95,000	\$95,950	\$97,871
More than 50,000 but not more than 75,000	\$90,000	\$90,902	\$92,720
More than 35,000 but not more than 50,000	\$90,000	\$90,902	\$92,720
More than 20,000 but not more than 35,000	\$80,000	\$80,802	\$82,418
Not more than 20,000	\$80,000	\$80,802	\$82,418

Section B – 3.00

3.00 Pay Administration for Appointed Unclassified Employees

3.01 Coverage

The following employee groups are covered by the pay administration provisions of 3.00:

- (1) "ESG" employees in positions identified under ss. 20.923(4), (8), (9), and (12), Wis. Stats., in the executive or legislative branches;
- (2) "GSEG" employees in positions identified under s. 20.923(7), Wis. Stats; and
- (3) All other nonrepresented unclassified civil service ("Non-ESG") employees in the executive branch, except:
 - (a) Employees of the University of Wisconsin System who are not employees in positions under 3.01(1).
 - (b) Stenographers under s. 230.08(2)(g), Wis. Stats.
 - (c) Employees of the Investment Board under s. 230.08 (2)(p), Wis. Stats.
 - (d) Three sales representatives of prison industries and one sales manager of prison industries identified under s. 303.01(10), Wis. Stats.
 - (e) Employees who would be limited term employees if their employment were in the classified service. (See Section D.)
- (4) Employees in Assistant District Attorney and Assistant State Public Defender Attorney positions covered by a collective bargaining agreement are only covered under the pay on appointment provisions of 3.02(3) and (4) of this Section (Section B).

NOTE: The legislative branch includes the legislature and legislative service agencies under subch. IV of Chapter 13, Wis. Stats. The executive branch includes all other units of state government outside the state court system. Incumbents of positions in the organized militia are employed outside the civil service and, therefore, are not covered by this Plan. See s. 230.03(6), Wis. Stats.

3.02 Pay on Appointment

- (1) The rate payable upon appointment to any unclassified civil service position identified in 3.01(1) ("ESG" position) of this Section (Section B) will be set by the appointing authority at a rate that most adequately reflects both the individual's qualifications and the economic and employment conditions prevailing at the time of appointment subject to the following restraints:

Section B – 3.02

- (a) For positions identified under s. 20.923(4), Wis. Stats., the rate must be within the range of the appropriate ESG. (See 3.04 for special provisions regarding fixed-term positions under s. 20.923(4), Wis. Stats.)
 - (b) For positions identified under ss. 20.923(8) through (12), Wis. Stats., the rate must not exceed the maximum of the appropriate ESG.
 - (c) With the exception of certain University of Wisconsin System positions specified under ss. 20.923(4g), Wis. Stats., the pay of an incumbent of a position, whose salary is subject to a limitation under s. 20.923, Wis. Stats., is limited to a rate below that paid the governor (salary of the current governor).
- (2) The rate payable upon appointment to any unclassified civil service position identified in 3.01(2) ("GSEG" position) of this Section (Section B) will be set by the appointing authority at a rate that most adequately reflects both the individual's qualifications and the economic and employment conditions prevailing at the time of appointment subject to the following restraints:
- (a) For positions identified under s. 20.923(7), Wis. Stats., the rate must be within the range of the appropriate GSEG.
 - (b) The pay of an incumbent of a position is not limited to a rate below that paid the governor (salary of the current governor).
- (3) The rate payable upon appointment to an unclassified civil service position identified in 3.01(2) ("Non-ESG" position), excluding the unclassified attorney positions covered by Section C of this Plan, and 3.01(3) of this Section (Section B) will be determined in accordance with the principle of equal pay for work that requires equal skill, effort, and responsibility, and that is performed under similar working conditions. Thus, the rate upon appointment should be equal to the rate that would be payable upon appointment to a similar position in the classified service, as determined by the appointing authority. In addition, the rate will not exceed the pay rate or range maximum under 3.03(3).
- (4) The provisions of Section E regarding Hiring Above the Minimum are applicable in determining pay upon appointment of assistant district attorneys and assistant state public defender attorneys, provided all of the applicable requirements of Section E of this Plan are met.

NOTE: Certain appointments are also subject to s. 230.148, Wis. Stats., regarding re-appointments in the unclassified service, and s. 230.33(3), Wis. Stats., regarding appointments to positions in the unclassified service from positions in the classified service.

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3.03 ESG Assignments, Pay Range Assignments and Other Pay Rate Limitations for Positions Not Assigned by Statute

- (1) ESG Limitations for the Deputy and Executive Assistant in the Department of Justice.

In the Department of Justice, the rate for the Deputy under s. 20.923(8), Wis. Stats., and Executive Assistant under s. 20.923(9), Wis. Stats., will not exceed the maximums of ESG 6 and ESG 5, respectively.

- (2) ESG assignments of unclassified division administrators.

Except for positions specified in s. 20.923(4)(c)3m, Wis. Stats., (Administrator, Division of Merit Recruitment and Selection, DER); and s. 20.923(12), Wis. Stats., (Division Administrators, Department of Regulation and Licensing); all unclassified division administrator positions enumerated under s. 230.08(2)(e), Wis. Stats., shall be assigned, when approved by JCOER, by the DER Secretary to one of the 10 ESG ranges. The following list represents the group assignments as of the printing of this document:

- (a) Positions assigned to Executive Salary Group 2 (ESG 2).

1. Administration, Department of: Office of Justice Assistance.
2. Agriculture, Trade and Consumer Protection, Department of: Division of Management Services.
3. Commerce, Department of: Division of Administrative Services; Division of Community Development; Division of International and Export Services; and Division of Marketing Advocacy and Technology Development.
4. Employment Relations, Department of: Division of Affirmative Action.
5. Justice, Department of: Division of Management Services.
6. Military Affairs, Department of: Division of Emergency Management.
7. Public Service Commission: Division of Administrative Services.

- (b) Positions assigned to Executive Salary Group 3 (ESG 3).

1. Administration, Department of: Division of Administrative Services; Division of Buildings and Police Services; Division of Energy and Intergovernmental Relations; Division of Gaming; and Division of Housing.

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2. Agriculture, Trade and Consumer Protection, Department of: Division of Agricultural Development; Division of Agricultural Resource Management; Division of Food Safety; and Division of Trade and Consumer Protection.
 3. Commerce, Department of: Division of Economic Development; and Division of Environmental and Regulatory Services.
 4. Educational Communications Board: Division of Education; Division of Engineering; Division of Television Programming/ Operations; and Division of Wisconsin Public Radio.
 5. Financial Institutions, Department of: Division of Banking; Division of Corporate and Consumer Services; Division of Savings and Loan; and Division of Securities.
 6. Historical Society, State: Division of Archives and Research Services; Division of Historic Preservation; Division of Museum; Library Division; and Division of Development and State Relations.
 7. Justice, Department of: Division of Law Enforcement Services; and Division of Narcotics and Enforcement.
 8. Public Service Commission: Division of Electric; Division of Natural Gas; Division of Telecommunications; and Division of Water, Compliance and Consumer Affairs.
 9. Revenue, Department of: Division of Administrative Services.
 10. Veterans Affairs, Department of: Division of Veterans Home; and Division of Veterans Programs.
 11. Workforce Development, Department of: Division of Connecting Education and Work; Division of Equal Rights; and Division of Workers Compensation.
- (c) Positions assigned to Executive Salary Group 4 (ESG 4).
1. Administration, Department of: Division of Facilities Development; and Division of State Agency Services.
 2. Agriculture, Trade and Consumer Protection, Department of: Division of Animal Health.
 3. Commerce, Department of: Division of Safety and Buildings.

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4. Corrections, Department of: Division of Management Services; and Division of Program, Planning and Movement.
 5. Employment Relations, Department of: Division of Compensation and Labor Relations.
 6. Health and Family Services, Department of: Division of Management and Technology.
 7. Historical Society, State: Division of Historic Sites.
 8. Natural Resources, Department of: Division of Administration and Technology; Division of Customer Assistance and External Relations; and Division of Enforcement and Science.
 9. State Public Defender, Office of: Trial Representation Division; and Appellate Division.
 10. Public Instruction, Department of: Division for Academic Excellence; Division of Finance and Management; Division of Learning Support: Equity and Advocacy; Division for Libraries, Technology and Community Learning; and Division for Reading and Student Achievement.
 11. Revenue, Department of: Division of Lottery; Division of Research and Analysis; and Division of State and Local Finance.
 12. Transportation, Department of: Division of Business Management; Division of Motor Vehicles; and Division of State Patrol.
 13. Wisconsin Technical College System Board: Division of Finance, Planning and Policy; and Division of Program and Economic Development.
 14. Workforce Development, Department of: Division of Administrative Services; and Division of Unemployment Insurance.
- (d) Positions assigned to Executive Salary Group 5 (ESG 5).
1. Administration, Department of: Division of Executive Budget and Finance; Division of Information Technology Services; and Division of Technology Management.
 2. Corrections, Department of: Division of Adult Institutions; Division of Community Corrections; and Division of Juvenile Corrections.

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3. Health and Family Services, Department of: Division of Care and Treatment Facilities; Division of Children and Family Services; Division of Public Health; and Division of Supportive Living.
 4. Justice, Department of: Division of Legal Services.
 5. Natural Resources, Department of: Division of Air and Waste; Division of Forestry; Division of Lands; and Division of Water.
 6. Transportation, Department of: Division of Infrastructure Development; Division of Investment Management; and Division of Transportation Districts.
 7. Workforce Development, Department of: Division of Economic Support; Division of Vocational Rehabilitation; and Division of Workforce Excellence.
- (e) Positions assigned to Executive Salary Group 6 (ESG 6).
1. Health and Family Services, Department of: Division of Health Care Financing.

(3) Pay Range Assignments for Other ("Non-ESG") Unclassified Positions

Certain positions listed below are specifically assigned to an established pay rate, pay range, or ESG. Other positions listed below are limited by a "not to exceed" (NTE) amount. Pay upon appointment and pay adjustments for any employee in a position limited by an NTE amount shall also be limited by the rate or pay range maximum which would be applicable if the position were in the classified service as determined by the appointing authority.

NOTE: A "Not To Exceed" rate or maximum established for a position does not guarantee the assignment of the position to a certain pay range. The pay range established for a Non-ESG position should be based on an analysis of the actual duties and responsibilities of the position by the appointing authority and a consideration of the pay range to which the position would be assigned if it were in the classified service.

- (a) Administration, Department of: Federal-State Relations Office, Staff Assistant (NTE PR 81-03); Director of Indian Gaming (NTE PR 81-01); attorney appointed under s. 569.015(2), Wis. Stats. (NTE PR 71-01); and Office of the State Prosecutor, deputy district attorneys (NTE PR 71-01).
- (b) Board of Commissioners of Public Lands: Executive Secretary (NTE PR 81-02).

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- (c) Educational Communications Board: Unclassified employees (NTE PR 81-03) other than employees identified under 3.01(1).
(Exceptions to the NTE PR 81-03 limit for certain positions may be approved by the DER Secretary if supported by a comparison of the functions assigned after reorganization to the functions of positions in the classified service above the PR 81-03 level.)
- (d) Health and Family Services, Department of: Office of Urban Development, Director (NTE PR 81-01); Psychiatric Residents (NTE 0.75 of the minimum of PR 10-52).
- (e) Historical Society: Specialists identified under s. 230.08 (2)(c), Wis. Stats., (NTE PR 81-03).
- (f) Commissioner of Insurance, Office of the: Director of the Office of Health Care Information (NTE ESG 1).
- (g) Justice, Department of: Director of Research and Information (NTE PR 81-02).
- (h) Lower Wisconsin State Riverway Board, Executive Director (NTE PR 81-03).
- (i) Offices of the Governor and Lieutenant Governor, staff other than the Executive Secretary (NTE ESG 3).
- (j) Office of the State Public Defender, Assistant State Public Defender Supervisors (NTE PR 71-01).
- (k) Tourism, Department of: Kickapoo Reserve Management Board, Executive Director (NTE PR 81-03) and Program Assistant (NTE PR 81-05).
- (l) Veterans Affairs, Department of: Commandant, Wisconsin Veterans Home at King (NTE ESG 2) and Commandant, Southern Wisconsin Veterans Retirement Center at Union Grove (NTE ESG 2).
- (m) Waste Facility Siting Board, Executive Secretary (NTE PR 81-03).

3.04 Salary Adjustments for Employees Serving a Fixed Term

Certain incumbents of positions specified in s. 20.923(4) and (8), Wis. Stats., serve fixed terms. Incumbents of fixed-term positions are prohibited by Article IV, Section 26 of the Constitution from receiving pay increases during their term of office other than those granted pursuant to a predetermined schedule of increases authorized at the time of appointment. The pay range minimum and maximum for the ESG range in effect at the

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time of hire controls the salary potential during the period of the entire fixed-term appointment. (Refer also to incumbent salary limitation under s. 20.923(15)(b), Wis. Stats.)

3.05 Base Pay Adjustments for Fiscal Years 2001-02 and 2002-03 for Employees Not Serving a Fixed Term

For the 2001-03 biennium, these provisions apply to all indefinite-term employees identified in 3.01 except for deputy district attorneys, assistant state public defender attorney supervisors and the attorney appointed under s. 569.015(2), Wis. Stats., who are excluded from the GWA provisions under 3.05(1). These attorney positions remain covered, however, under all other applicable provisions of 3.00. (Refer to Section C for 2001-03 GWA provisions that apply to these unclassified Non-ESG attorneys.)

General Wage Adjustment (GWA).

- (1) **Effective Dates.** GWAs will be effective July 1, 2001, in FY 2001-02; June 30, 2002, and May 18, 2003, in FY2002-03.
- (2) **Eligibility.** All employees who are in pay status on the effective date are eligible to receive a GWA, except employees paid at or above the pay range maximum (or the new pay range maximum, if a new pay range maximum takes effect on the same date as GWA distribution).
- (3) **Amount.** All eligible employees will receive a GWA of 1.0% on July 1, 2001, 2.0% on June 30, 2002, and 2.5% on May 18, 2003.
 - (a) An employee's new base pay after application of the GWA must not exceed the applicable pay range maximum (or the new pay range maximum, if a new pay range maximum takes effect on the same date as GWA distribution).
 - (b) ESG employees must be paid at least the new pay range minimum of the appropriate ESG range, if a new pay range minimum takes effect on the same date as GWA distribution.
 - (c) Non-ESG employees must be paid at least the applicable new pay range minimum if a new pay range minimum takes effect on the same date as GWA distribution.
 - (d) No employee may, during any fiscal year, receive a total cumulative base pay adjustment (GWA) exceeding a total of 10% of the employee's base pay at the beginning of the fiscal year, immediately prior to GWA distribution.

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- (e) Except for those positions specifically excluded by s. 20.923(15)(b), Wis. Stats., the pay of an incumbent of a position, whose salary is subject to a limitation under s. 20.923, Wis. Stats., is limited to a rate below that paid to the governor (salary of the current governor).
- (f) Lump Sum Payments for the Delay in the May 18, 2003 GWA. All employees receiving a 2.5% GWA on May 18, 2003 will receive a lump sum payment equal to the amount of the increase received on that date, multiplied by the hours in pay status from April 6, 2003 through May 17, 2003.

3.06 Pay Increases If Level of Functions Increases

- (1) Effective Dates. Pay increases for increases in level of functions shall be effective on the first day of the pay period following completion of all eligibility requirements.
- (2) Eligibility. Base pay increases may be granted to any employee under 3.01(2) of this Section (Section B), if the DER Secretary finds that the level of the duties and responsibilities has increased substantially and one of the following conditions applies:
 - (a) The position occupied is reassigned under s. 20.923, Wis. Stats., to a higher ESG; or
 - (b) The position occupied is not assigned to an ESG under s. 20.923, Wis. Stats., and the DER Secretary finds that, if the position were assigned to an ESG under s. 20.923, Wis. Stats., or assigned to a classification in the classified service, reassignment of the position to a higher ESG or higher classification would be justified.
- (3) Amount. Pay increases for increases in level of duties and responsibilities shall be limited to:
 - (a) The amount necessary to make the incumbent's rate equal to the minimum of the new ESG or applicable pay range, as determined by the DER Secretary; or
 - (b) One within-range pay step (WRPS) of the new ESG or applicable pay range, as determined by the DER Secretary.

3.07 Overtime Compensation and Supplemental Pay

- (1) Definitions.
 - (a) The definitions contained in Section A. 4.01(1) through (4), (10), (12) and (13) of this Plan shall apply to unclassified employees.

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- (b) Supplemental pay. Pay in addition to the base rate for circumstances not reflected in the base rate or pay range. Such circumstances are identified under (4) and (5) below.
- (2) General policy. The general policy provisions contained in Section A. 4.02(1) through (4) of this Plan shall apply to unclassified employees.
- (3) Overtime for unclassified employees.
 - (a) Nonexempt Employees. Overtime pay for employees who are nonexempt from the overtime provisions of the FLSA shall be in accordance with the provisions of the FLSA and related federal regulations. See Chapter 516 of the Wisconsin Human Resources Handbook for an explanation of these provisions.
 - (b) Exempt Employees and Employees Not Covered by the FLSA.
 - 1. As provided in s. 20.923(16), Wis. Stats., the salary paid to any employee whose position is included under s. 20.923(2), (4), (5), (8), (9), (10) and (12), Wis. Stats., is deemed to compensate that employee for all work hours. No overtime compensation in the form of cash or compensatory time off may be paid to any such employee for hours worked in any workweek in excess of the standard basis of employment as specified in s. 230.35(5)(a), Wis. Stats.
 - 2. The salaries paid to exempt employees and employees not covered by the FLSA are generally intended to compensate for the total responsibilities of the position regardless of the number of hours worked. However, circumstances may exist where time off or cash payment for overtime hours is appropriate for certain employees identified in 3.01(2). Section A, 4.03(2)(b) of this Plan shall be used by agencies as a basis to establish practices for additional compensation for overtime hours. Time off or cash payment authorized in Section A, 4.03(2)(b) for similar positions in the classified service may be granted to exempt employees and employees not covered by the FLSA at the discretion of the appointing authority.
 - 3. Appointing authorities shall have the discretion in approving scheduled use of time off earned in lieu of cash payment for overtime hours. Time off earned in lieu of cash payment for overtime hours which cannot be scheduled by the appointing authority within 12 months after the end of the calendar year in which the time is earned shall be paid in cash at the employee's current regular rate times the unused time off hours earned.

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- (4) Weekend and Night Differential for Unclassified Employees.
- (a) Weekend Differential. Except as provided in (c), below, employees identified in 3.01(2) of this Section (Section B) may be paid up to sixty cents (\$.60) per hour for all weekend hours worked.
 - (b) Night Differential. Except as provided in (c), below, employees identified in 3.01(2) of this Section (Section B) may be paid up to forty-five cents (\$.45) per hour for all night hours worked. To qualify for night differential between the hours of 6:00 p.m. and 12:00 midnight, an employee must be assigned a minimum of two work hours between 6:00 p.m. and 1:00 a.m.
 - (c) Employees identified under s. 20.923(10), Wis. Stats., are not eligible for weekend or night differential.
- (5) Supplemental Pay Provisions for Supervisory Attorneys.

Incumbents of attorney positions under 3.01(2) of this Section (Section B) or unclassified attorney positions covered by Section C of this Plan who supervise one or more permanent attorneys are eligible to receive a responsibility add-on in accordance with the following supplemental pay provisions:

- (a) Appointing authorities shall have the discretion to grant or adjust supplemental pay, subject to the maximum allowable amount specified in (3) below, based on their analysis of their organizational structure, internal and external relationships, size of staff supervised and any other reasonable criteria deemed appropriate. The add-on shall be immediately discontinued when the employee is no longer employed in a position covered by these provisions. Failure to do so will result in a salary overpayment, which must be recovered by the appointing authority.
- (b) Decisions to grant and adjust supplemental pay for deputy district attorneys are subject to the review and approval of the agency (i.e., Department of Administration) responsible for the general program operations relating to Chapter 978, Wis. Stats. The agency may elect to publish decision-making criteria consistent with (1) above, and delegate in writing certain such decisions to some or all appointing authorities of deputy district attorneys.
- (c) The following supplemental pay maximum for supervisory responsibility is established for eligible employees covered by these provisions:

ADD-ON FOR SUPERVISORY RESPONSIBILITY SUPPLEMENTAL PAY MAXIMUM		
July 1, 2001 through June 28, 2003		
NTE Official Hourly Rate	Monthly Rate	Annual Rate
\$2.75	\$478.50	\$5,742.00

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4.00 Benefit Provisions

4.01 Health Insurance Premiums

As provided under Chapter 40, Wis. Stats., and this Plan, the provisions for state payment of health insurance premiums are identical to the provisions for nonrepresented permanent classified employees. See Section A, 5.01 of this Plan.

4.02 Retirement Contributions

- (1) As provided under s. 40.05(1)(b), Wis. Stats., and this plan, the state payment for employee retirement contributions shall equal 5.0% of the earnings for creditable service of each participating employee.
- (2) The State shall pay the 1.0% benefit adjustment contribution required by s. 40.05(2m), Wis. Stats., for participating employees whose formula rate is determined under s. 40.23(2m)(e)1 and 3, Wis. Stats.
- (3) Effective January 1, 1996, the State shall pay the additional three tenths of one percent (0.3%) employee share of the benefit adjustment contribution for general occupation participants required by s. 40.05(2n)2, Wis. Stats.

<p>NOTE: This provision also applies to employees not covered by a collective bargaining agreement and whose employer paid retirement contributions are not determined under s. 230.12, Wis. Stats.</p>
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5.00 Discretionary Compensation Performance Recognition Adjustment (DCPRA)

Discretionary Compensation Performance Recognition Adjustments (DCPRAs) shall be granted to unclassified employees not serving a fixed term, under 3.05 of this Section (Section B), in accordance with Section J of this Plan.

SECTION C - COMPENSATION PROVISIONS FOR NONREPRESENTED EMPLOYEES IN ATTORNEY POSITIONS IN THE CLASSIFIED SERVICE AND CERTAIN “NON-ESG” ATTORNEY POSITIONS IN THE UNCLASSIFIED SERVICE

1.00 Coverage

2.00 General Wage Adjustment (GWA) and Annualized GWA for the Fiscal Years 2001-02 and 2002-03

2.01 General Wage Adjustment (GWA)

2.02 Annualized General Wage Adjustment (GWA) Payment

3.00 Pay on Appointment

4.00 Discretionary Compensation Adjustment (DCA) and Discretionary Compensation Performance Recognition Adjustment (DCPRA)

5.00 Nonrepresented Classified Attorney Continuing Education Payment

6.00 Nonrepresented Deputy District Attorney Continuing Education Payment

INTRODUCTION

This Section (Section C) includes provisions for GWA and Annualized GWA for nonrepresented classified attorneys and certain unclassified “Non-ESG” attorneys in state civil service. Nonrepresented classified attorneys are excluded from the following provisions of Section A of this Plan for the 2001-2003 biennium: 2.01 (General Wage Adjustment (GWA)) and 2.02 (Annualized General Wage Adjustment (GWA) Payment). Unclassified “Non-ESG” attorneys are excluded from the pay on appointment and GWA provisions of Section B, 3.02(2) and 3.05(1) of this Plan for the 2001-2003 biennium. Those employees, however, will remain covered under all of the remaining applicable pay and benefit provisions of Sections A (classified employees) or B (unclassified employees) of this Plan for the 2001-2003 biennium.

1.00 Coverage

The provisions of this Section (Section C) apply to the following employees:

- (1) Professional legal-related classified employees.
 - (a) Permanent and project employees in positions allocated to Attorney classifications assigned to pay schedule 71.
 - (b) Project employees in positions allocated to the Attorney classification in the Professional Legal bargaining unit (pay schedule 09).

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- (2) Unclassified “Non-ESG” attorneys.
 - (a) Employees appointed on other than an LTE basis to deputy district attorney positions.
 - (b) Employees appointed on other than an LTE basis to nonrepresented assistant state public defender attorney positions.
 - (c) Employee appointed to the attorney position established under s. 569.015(2), Wis. Stats.

2.00 General Wage Adjustment (GWA) and Annualized GWA Payment for Fiscal Years 2001-02 and 2002-03

2.01 General Wage Adjustment (GWA)

- (1) Effective Date. The GWA will be effective July 1, 2001, in FY 2001-02; June 30, 2002, and May 18, 2003, in FY 2002-03.
- (2) Eligibility. All employees who are in pay status on the effective date are eligible to receive a GWA except the following:
 - (a) Employees whose job performances were rated below satisfactory as a result of formal performance evaluations conducted in the twelve-month period ending June 30, 2001, for FY 2001-02; and June 29, 2002, for FY 2002-03.
 - (b) Supervisors who have not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, within the 12-month period ending June 30, 2001, for FY 2001-02; and June 29, 2002, for FY 2002-03. (For purposes of these provisions, the requirements of Chapter ER 45, Wis. Adm. Code, will apply to both classified and unclassified employees.)

NOTE: Extenuating circumstances may exist (e.g., leaves of absence) that would allow a supervisor to receive a GWA even though the required performance evaluations were not completed within the mandated timeframes. Contact DER, Division of Compensation and Labor Relations for further assistance.

- (c) Any employee paid at or above the applicable pay range maximum. (An employee who is not eligible to receive a GWA solely because his or her base pay is at or above the pay range maximum may qualify for an Annualized GWA Payment under 2.02 of this Section.)

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(3) Amount.

All eligible employees will receive a GWA of 1.0% on July 1, 2001, 2.0% on June 30, 2002, and 2.5% on May 18, 2003, subject to the following restrictions:

- (a) An employee's new base pay after application of the GWA must not exceed the applicable pay range maximum (or the new pay range maximum if a new pay range maximum takes effect on the same date as GWA distribution). (Refer to Annualized GWA Payment provisions under 2.02 of this Section.)
 - (b) No employee may, during any fiscal year, receive a total cumulative adjustment (GWA) exceeding a total of 10% of the employee's base pay at the beginning of the fiscal year, immediately prior to GWA distribution.
 - (c) Lump Sum Payments for the Delay in the May 18, 2003, GWA. All employees receiving a 2.5% GWA on May 18, 2003, will receive a lump sum payment equal to the amount of the increase received in accordance with (a) or (b), above, multiplied by the hours in pay status from April 6, 2003 through May 17, 2003.
- (4) Grievances. If an employee is dissatisfied with the evaluation methodology and results used by an agency to determine any GWA, the employee may file a grievance under s. 230.12(5)(e), Wis. Stats. The decision of the appointing authority is final and may not be appealed to the Personnel Commission under ss. 230.44 or 230.45(1)(c), Wis. Stats. Agencies will submit a copy of each grievance filed and the written decision of the appointing authority to the DER Secretary within 14 days of the decision.

2.02 Annualized General Wage Adjustment (GWA) Payment

- (1) Granting Date. The Annualized GWA Payment will be granted as soon as administratively feasible after the effective date of any GWA granted under 2.01 of this Section (Section C).
- (2) Eligibility. Any employee may qualify for an Annualized GWA Payment if either of the conditions described under (a) or (b), below, apply:
 - (a) The employee was not eligible to receive a GWA solely because his or her base pay was at or above the pay range maximum.
 - (b) The employee did not receive the full GWA because of the pay range maximum limitation.
- (3) Amount. The amount of any Annualized GWA Payment granted to an employee is subject to the restrictions under (a) and (b) below:

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- (a) For employees who qualify for an Annualized GWA Payment because of the condition described in (2)(a) above: The hourly amount used in calculating an employee's Annualized GWA Payment will equal the full GWA amount (i.e., 1.0% on July 1, 2001, 2.0% on June 30, 2002, and 2.5% on May 18, 2003).
 - (b) For employees who qualify for an Annualized Payment because of the circumstances described under (2)(b) above: The hourly amount used in calculating an employee's Annualized GWA Payment will equal the difference between the full GWA amount (i.e., 1.0% on July 1, 2001, 2.0% on June 30, 2002, and 2.5% on May 18, 2003, and the partial GWA actually received by the employee.
- (4) Calculating Annualized GWA Payments. Annualized GWA Payments will be calculated by multiplying the hourly amount determined to be appropriate for the employee in accordance with (3)(a) or (b) above, by 2088 for the July 1, 2001, and June 30, 2002 payments, and by 480 for the May 18, 2003 payments. Annualized GWA Payments provided to permanent part-time or seasonal employees will be prorated on the basis of the budgeted percentage of Full-Time Equivalency (FTE) on the GWA distribution date.
- (5) Annualized GWA Payments for employees on approved unpaid leaves of absence. Any employee who is on an approved unpaid leave of absence as of the effective date of the GWA distribution and who qualifies for an Annualized GWA Payment will receive the payment, subject to the following restrictions:
- (a) The employee must return from the leave of absence to pay status by June 28, 2003, and the employee's restoration right must be derived from a position covered by the GWA Payment provisions of this Section (Section C) or Section A of this Plan.
 - (b) The employee will not receive a GWA Payment until he or she has returned to pay status.
 - (c) The hourly GWA amount used in the calculation of an employee's Annualized GWA payment will equal the amount determined to be appropriate under (3) above.

3.00 Pay on Appointment

Pay on Appointment shall be determined in accordance with Section I, 4.04 of this Plan.

NOTE: Pay Schedule 71 will be used for pay transactions involving unclassified attorney positions covered by this Section (Section C).

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4.00 Discretionary Compensation Adjustment (DCA) and Discretionary Compensation Performance Recognition Adjustment (DCPRA)

Discretionary Compensation Adjustments (DCAs) and Discretionary Compensation Performance Recognition Adjustments (DCPRAs) shall be granted in accordance with Section J of this Plan.

5.00 Nonrepresented Classified Attorney Continuing Education Payment

A nonrepresented classified attorney who is in pay status on July 1, 2001, shall receive a \$150.00 Continuing Education Payment, subject to the following:

- (1) The employee must be eligible for a GWA or Annualized GWA Payment on July 1, 2001; and
- (2) The employee did not receive the \$150.00 Continuing Education Payment, effective June 3, 2001, provided in the 2000-2001 Wisconsin State Attorney Association collective bargaining agreement.

The payment shall be made with a separate check as soon after July 1, 2001, as administratively feasible.

6.00 Nonrepresented Deputy District Attorney Continuing Education Payment

A nonrepresented deputy district attorney who is in pay status on May 18, 2003, shall receive a \$150.00 Continuing Education Payment, subject to the following:

- (1) The employee must be eligible for a GWA or Annualized GWA Payment on May 18, 2003; and
- (2) The employee did not receive the \$150.00 Continuing Education Payment, effective June 3, 2001, provided in the 2000-2001 Wisconsin State Attorney Association collective bargaining agreement or the Nonrepresented Classified Continuing Education Payment effective July 1, 2001, provided in 5.00 of this Section (Section C).

The payment shall be made with a separate check as soon as administratively feasible.

SECTION D - COMPENSATION PROVISIONS FOR LIMITED TERM EMPLOYEES (LTEs)

1.00 Coverage

- 1.01 Classified Service
- 1.02 Unclassified Service

2.00 Beginning Base Pay Rates for Limited Term Appointments

- 2.01 Limited Term Appointments in the Classified Service
- 2.02 Limited Term Appointments in the Unclassified Service
- 2.03 Incentive and Retention Award Pilot Program for Seasonal Limited Term Appointments

3.00 Base Pay Adjustments for LTEs

- 3.01 If Paid Below the Maximum Rate for LTE Class Title
- 3.02 If Pay Range of Permanent Classification is Reassigned
- 3.03 If Paid Below the Minimum of the Pay Range for a Permanent Class Title
- 3.04 Ineligibility for Regrade Increases
- 3.05 Eligibility for Other Base Pay Adjustments and Lump Sum Payments

4.00 Overtime, Supplemental, and Holiday Pay

- 4.01 Overtime Pay for LTEs with Nonexempt Status
- 4.02 Overtime Pay for LTEs with Exempt Status
- 4.03 Payment Only for Hours Worked
- 4.04 Supplemental Pay
- 4.05 Payment for Holidays Worked

5.00 Benefit Provisions

- 5.01 Health Insurance Premiums
- 5.02 Retirement Contributions

6.00 Alphabetical List of Class Titles, Codes and Maximum Pay Rates for the Limited Term Employment Pay Schedule 18

INTRODUCTION

This Section (Section D) governs the pay of limited term employees (LTEs) in the classified and unclassified service. Provisions contained in this Section (Section D) include beginning base pay rates, base pay rate adjustments, overtime, supplemental pay, and health insurance and retirement contributions for eligible participating LTEs. The alphabetical listing of LTE class titles and maximum (Not To Exceed – “NTE”) pay rates for limited term employment pay schedule 18 is also included.

1.00 Coverage

The provisions of this Section (Section D) govern the compensation of all LTEs in the classified service and, pursuant to s. 230.12(1)(a)1.b., Wis. Stats., employees with comparable status in the unclassified service. LTEs are employed in positions in either the classified or unclassified service that meet the respective definition under 1.01 or 1.02 below.

1.01 Classified Service

An LTE appointment is employment in the classified service in which the nature and conditions do not permit attainment of permanent status in class, for which the use of normal procedures for recruitment and examination are not practicable, and is not project employment.

1.02 Unclassified Service

An LTE appointment is employment in the unclassified service in which the employee would have been considered an LTE, had employment been in the classified service.

See also s. 230.26, Wis. Stats., and Chapter ER 10, Wis. Adm. Code.

2.00 Beginning Base Pay Rates for Limited Term Appointments

LTEs must be paid at least the state or federal minimum wage, whichever is greater, unless a lower wage is authorized pursuant to Section 14 of the Fair Labor Standards Act. In addition, the following provisions apply:

2.01 Limited Term Appointments in the Classified Service

- (1) LTE appointments to positions allocated to LTE class titles in pay schedule 18.
 - (a) Base pay rates shall not exceed the limits specified in the chart found in 6.00 of this Section (Section D) for the LTE class title. In those cases where no specific rate is listed, base pay rates, generally, shall not exceed the rate paid for similar types of services provided on a permanent basis.
 - (b) The listed "Not to Exceed" rates shall not be considered the appropriate rate of pay for all appointments to a particular LTE class. Rates for appointments may be set by the appointing authority at up to the rate indicated in the chart found in 6.00 of this Section (Section D), based on the nature of the work to be performed and the prevailing pay practices where the positions are located.

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- (c) For classes where the pay limitation is identified as "usual and customary fee," documentation should be retained by the appointing authority as to how the specific amount was determined.
- (2) LTE appointments to positions allocated to classifications used for permanent positions.
 - (a) When the work to be performed by an LTE is not identified by an LTE class title listed in pay schedule 18, the most appropriate classification to which permanent positions are assigned should be used for the LTE position.
 - (b) LTEs are eligible to be paid up to the minimum of the pay range for the applicable classification to which permanent positions are assigned except that:
 - 1. The base pay rate shall be below the applicable pay range minimum if the employee is designated as a "trainee" for one or more of the following reasons.
 - a. The LTE employment involves either formal or informal training beyond that normally provided to a newly appointed worker.
 - b. The knowledge, skills and/or abilities of the employee are lower than those normally required of an employee in the classification.
 - c. The duties and responsibilities assigned to the LTE are less complex and/or responsible than those normally assigned to a permanent employee in the same classification and there is no lower level permanent classification that is applicable.

NOTE: It is not necessary to formally designate an LTE position as "trainee" to be able to pay below the minimum of the pay range. However, appointing authorities should apply consistent pay standards when determining the pay for incumbents of LTE positions deemed to be "trainee" in nature.

- 2. Under certain limited circumstances, the base pay rate may be above the pay range minimum of the applicable permanent classification. If any of the following conditions are met, the appointing authority has the discretion to establish a base pay rate above the pay range minimum.
 - a. Hiring Above the Minimum (HAM) authority has been approved by DER for the LTE position or on a continuing basis for positions in the applicable permanent classification.

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- b. The LTE is a former classified permanent employee with reinstatement eligibility or restoration rights to the applicable permanent classification and the duties of the LTE position are related to those of the previous permanent position(s). If so, the allowable maximum base pay rate is determined in accordance with the reinstatement/restoration provisions of the applicable collective bargaining agreement and/or Section I, 4.07 and 4.08 of this Plan.

NOTE: Pay upon reinstatement provisions that supersede or supplement those provided in the Rules of the Secretary apply to classifications assigned to a number of represented and nonrepresented pay schedules.

- c. The LTE is also a current classified permanent employee; the duties and responsibilities of the LTE position are related to those of the permanent position; and the base pay rate is not higher than the employee's permanent rate of pay. However, the base pay rate may not exceed the maximum of the pay range for the counterpart permanent class of the LTE position.
 - d. A raised minimum rate (RMR) is in effect for positions in the applicable permanent classification and the LTE is performing at the same level as a permanent classified employee (i.e., not in a "trainee" status).
 - e. The LTE position is allocated to a classification in a broadband pay schedule. The pay on appointment flexibility for starting an employee (Section I, 4.04(2) of this Plan) at not more than the applicable appointment maximum may be used.
- (c) LTEs in craftworker related positions shall be paid no more than the applicable gross prevailing rate. Those who are determined to be Wisconsin Retirement System eligible may be paid no more than 89.7% of the applicable gross prevailing rate.

2.02 Limited Term Appointments in the Unclassified Civil Service

The rate upon appointment should be equal to the rate which would be payable upon appointment to a similar position in the classified service, as determined by the appointing authority.

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2.03 Incentive and Retention Award Pilot Program for Seasonal Limited Term Appointments

Subject to conditions established by the DER Secretary, an appointing authority may provide an Incentive and Retention Award not to exceed \$500.00 for critical **seasonal** LTE appointments. Prior to granting any awards under this pilot project, the agency must provide a written plan to the DER Secretary outlining the reason(s) for the awards and the criteria under which they will be granted.

3.00 Base Pay Adjustments for LTEs

3.01 If Paid Below the Maximum Rate for an LTE Class Title

- (1) An LTE who is paid below the maximum rate indicated for the LTE class title listed in pay schedule 18 may have his or her base pay rate adjusted, by the appointing authority during the fiscal year, to a rate not to exceed the maximum indicated rate.
- (2) For increases granted to LTEs in class titles for which a "usual and customary fee" limit applies, documentation should be retained by the appointing authority as to the basis for such increases. (For example, an increase in the usual and customary fee for the occupation, initial pay set at below the usual and customary fee, etc.)

3.02 If Pay Range of Permanent Classification is Reassigned

An LTE in a position allocated to a classification also used for permanent positions who is eligible to be paid at the minimum of the pay range may have their base pay rates adjusted to a rate not exceeding the new minimum of the pay range if the classification is reassigned to a different pay range, if the pay range minimum is adjusted, or if a raised minimum rate is in effect for the classification.

3.03 If Paid Below the Minimum of the Pay Range for a Permanent Class Title

An LTE in a position allocated to a classification used for permanent positions who is paid below the pay range minimum, but who is eligible to be paid up to the minimum, may have his or her base pay rate adjusted up to the pay range minimum of the classification.

3.04 Ineligibility for Regrade Increases

An LTE is not eligible to receive an increase as a result of a regrade (i.e., LTE positions are not reclassified).

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3.05 Eligibility for Other Base Pay Adjustments or Lump Sum Payments

An LTE is not eligible for any type of increase except:

- (1) The increases stated in 3.01 through 3.03 of this Section (Section D);
- (2) An LTE hired under 2.01(2)(b)2.b. of this Section (Section D) may have his or her base pay rate adjusted by the General Wage Adjustment (GWA) shown in Section A, 2.01(3)(a) of this Plan on the effective date of the GWA, subject to the applicable pay range maximum; and
- (3) An LTE hired under 2.01(2)(b)2.c. of this Section (Section D) may have his or her base pay rate adjusted by the GWA shown in Section A, 2.01(3)(a) of this Plan on the effective date of the GWA, not to exceed the employee's permanent rate of pay and subject to the applicable pay range maximum.

4.00 Overtime, Supplemental Pay, and Holiday Pay

4.01 Overtime Pay for LTEs with Nonexempt Status

Overtime pay for LTEs who are nonexempt from the overtime provisions of the Fair Labor Standards Act (FLSA) shall be in accordance with the provisions of the FLSA and related federal regulations. See Chapter 516 of the Wisconsin Human Resources Handbook for an explanation of these provisions.

4.02 Overtime Pay for LTEs with Exempt Status

LTEs who are exempt from the overtime provisions of the FLSA (e.g., attorneys, physicians, dentists, and teachers) must receive the straight rate for all overtime work hours unless the work performed is in an occupational area where it is customary to work overtime hours without additional payment. If LTEs work overtime hours without additional payment, agencies must maintain records to document that such appointments are for less than a total of 1044 actual work hours per year pursuant to s. 230.26, Wis. Stats.

4.03 Payment Only for Hours Worked

Pursuant to Chapter ER 10, Wis. Adm. Code, LTEs must be paid only for actual hours worked. LTEs cannot be granted compensatory time off as payment for overtime or holiday work hours.

NOTE: Pursuant to ss. 230.26 and 230.35, Wis. Stats., LTEs do not qualify for paid holidays or any other type of paid leave.

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4.04 Supplemental Pay

LTEs may receive the same types of supplemental pay (e.g., weekend differential, night differential, etc.) as permanent employees in the same or most closely related classification.

Medical Consultant LTE employees whose positions require the possession of a license to practice medicine pursuant to s. 448.05, Wis. Stats., may be provided the supplemental pay in all of the provisions of Section A, 4.15 of this Plan. Medical Consultant LTE employees whose positions require the performance of duties of a Dentist Supervisor or Dentist Management may be provided the supplemental pay in Section A, 4.15(2) of this Plan.

4.05 Payment for Holidays Worked

LTEs must receive payment at the premium rate for all holiday work hours as provided in s. 230.35(4)(b), Wis. Stats.

5.00 Benefit Provisions

5.01 Health Insurance Premiums

As provided under Chapter 40, Wis. Stats., and this Plan, the provisions for state payment of health insurance premiums for insured LTEs are identical to the provisions for insured nonrepresented permanent classified employees.

5.02 Retirement Contributions

See s. 40.05(1)(b), Wis. Stats., for information regarding state payment of employee retirement contributions for participating LTEs.

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6.00 Alphabetical List of Class Titles, Codes and Maximum Pay Rates for the Limited Term Employment Pay Schedule 18

ALPHABETICAL LIST OF CLASS TITLES, CODES, AND MAXIMUM PAY RATES FOR LIMITED TERM EMPLOYMENT PAY SCHEDULE 18		
CLASS TITLE	CLASS CODE	2001-03 MAXIMUM PAY RATE A/K/A NOT TO EXCEED (NTE) RATE
Archaeology Assistant	94009	NTE Minimum PR 06-10
Archaeology Crew Leader	94012	NTE Minimum PR 06-13
Archaeology Lab Technician	94010	NTE Minimum PR 06-11
Artists Model	94130	NTE Usual & customary fee
Assistant Guide	94150	NTE Minimum PR 06-05
Assistant Naturalist Guide	94140	NTE Minimum PR 06-08
Badger Challenge Counselor	94151	NTE Minimum PR 12-03
Badger Challenge Deputy Director	94152	NTE Appointment Max of PR 81-03
Badger Challenge Program Coordinator	94154	NTE Minimum PR 07-14
Civil Engineer-Transportation SET* (*Student Engineer Trainee)	94290	NTE Minimum PR 14-46
Clerical Helper	94300	NTE The federal minimum wage + \$3.50
Crafts Worker	94320	NTE Area Prevailing Rate
Crowd Control Officer	94330	NTE Usual & customary fee
Dental Consultant	94350	NTE Usual & customary fee
IS Professional Consultant LTE	94000	NTE Usual & customary fee
Laborer Helper	94510	NTE Minimum PR 03-04
Lifeguard	94560	NTE Minimum PR 06-08
Medical Consultant	94600	NTE Usual & customary fee
Professional Consultant	94680	NTE Usual & customary fee
Psychological Consultant	94700	NTE Usual & customary fee
Psychologist Intern-Level I	94721	NTE Minimum PR 12-04
Psychologist Intern-Level II	94722	NTE Minimum PR 12-04
Special Activities Helper	94820	NTE Minimum PR 06-06
Stage Hand	94850	NTE Prevailing rate
Temporary Nurse	94770	NTE Maximum PR 11-09
Vocational Rehabilitation Assistant	94920	NTE Minimum PR 12-04

SECTION E - PAY ADMINISTRATION FOR CLASSIFIED PERMANENT AND PROJECT EMPLOYEES IN NON-BROADBAND PAY SCHEDULES

1.00 Beginning Pay Upon Original Appointment for Permanent Classified Employees in Non-Broadband Pay Schedules

- 1.01 General
- 1.02 Raised Minimum Rate (RMR)
- 1.03 Hiring Above the Minimum (HAM)
- 1.04 Trainee Minimum Rate

2.00 Beginning Pay Rates for Project Appointees in Non-Broadband Pay Schedules

- 2.01 Project Appointees Who Are Former Permanent Classified or Unclassified Employees
- 2.02 Other Project Appointees

3.00 Other Transaction Pay Adjustments for Project Employees in Non-Broadband Pay Schedules

- 3.01 Pay on Completion of the First Six Months of a Project Appointment
- 3.02 Multiple Pay Adjustments on Same Date (Order of Application)
- 3.03 Pay on Regrade for Reclassification or Reallocation to a Classification in a Higher Pay Range.
- 3.04 Pay on Regrade for Reclassification or Reallocation to a Classification in the Same or Counterpart Pay Range
- 3.05 Pay on Regrade for Reclassification or Reallocation to a Classification in a Lower Pay Range.

INTRODUCTION

The provisions of this Section (Section E) apply to all classified project employees and all classified represented permanent employees whose positions are **not** allocated to classifications assigned to nonrepresented or represented broadband pay schedules.

NOTE: The provisions in this Section (Section E) shall be superseded by applicable collective bargaining provisions.

Pay administration provisions for nonrepresented permanent and project employees whose positions are allocated to classifications assigned to broadband pay schedules are contained in Section I of this Plan. Provisions for determining beginning base pay rates for unclassified employees and limited term employees (LTEs) are contained in Sections B and D, respectively. The beginning rate provisions in Sections B and D apply only to employees covered by those respective Sections and have been included with other compensation provisions that are unique to unclassified employees and LTEs.

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NOTE: The provisions in this Section (Section E) supersede ch. ER 29, Wis. Adm. Code, for all project appointments in non-broadband pay schedules.

1.00 Beginning Pay Upon Original Appointment For Permanent Classified Employees in Non-Broadband Pay Schedules

Upon original appointment as a permanent nonrepresented or represented employee in the classified service beginning base pay rates shall be determined as follows:

1.01 General

The starting base pay rate upon original appointment shall be the minimum of the pay range for the classification except as otherwise provided in this Section (Section E), other sections of this Plan, or collective bargaining agreements.

NOTE: For provisions governing the pay upon original appointment for nonrepresented permanent employees in positions allocated to classifications assigned to the broadband pay schedules, refer to Section I, 4.04 of this Plan.

1.02 Raised Minimum Rate (RMR)

NOTE: Refer to individual collective bargaining agreements for any reporting requirements or limitations on the use of RMRs for represented positions.

- (1) When competitive labor market conditions have been evaluated and the minimum rate is determined to be below the market rate for a classification or subtitle for a classification, or when a classification or subtitle for a classification has unique requirements and it is unlikely that quality applicants would be available under such conditions, the DER Secretary, at the request of the appointing authority, may establish a raised minimum rate above the pay range minimum for recruiting, hiring and retaining employees. Such rates may be established on a geographic basis.
- (2) The raised minimum rate shall be the lowest rate payable to any permanent or project employee whose position is assigned to the classification or classification and subtitle in the geographic area where the raised hiring minimum is in effect.
- (3) Subject to the pay range maximum, if a raised minimum rate is established, the permanent status in class minimum (PSICM) rate, if applicable, shall also be raised by a like dollar amount and any provisions in this Plan or the Wisconsin Administrative Code relating to PSICM shall apply to the raised PSICM so established.

NOTE: Refer to Chapter 528 of the Wisconsin Human Resources Handbook entitled "Raised Minimum Rates" for additional information.

1.03 Hiring Above the Minimum (HAM)

NOTE: Refer to individual collective bargaining agreements for any reporting requirements or limitations on the use of HAM for represented positions.

- (1) The DER Secretary may authorize HAM for permanent and project employees whose positions are allocated to classifications assigned to non-broadband pay schedules when either:
 - (a) The duties and responsibilities of a position require the employment of a person with qualifications that differ significantly from those normally required for other positions in the same classification, and the persons who possess such qualifications are not readily available in the labor market at the minimum rate in the pay range; or
 - (b) A recruitment effort has failed to produce or would likely not produce a full certification of candidates.
- (2) HAM must be authorized prior to formal recruitment and the increased pay potential must be included in all recruitment information where pay is stated.
- (3) Only those candidates who possess qualifications which significantly exceed the requirements for the classification or subtitle or who possess qualifications which differ significantly from those normally required for other positions in the same classification may be hired above the minimum of the pay range.

NOTE: Refer to Chapter 508 of the Wisconsin Human Resources Handbook entitled "Hiring Above the Minimum" for additional information.

1.04 Trainee Minimum Rate

- (1) The minimum starting pay rate for trainees will be established at one within- range pay step below the minimum of the pay range for the objective classification for each six (6) months of formal and/or "on-the-job" training required to reach the objective classification. The step referred to for trainees in this Section (Section E) is defined as a step in the pay range for the objective classification for which the employee is being trained. If the DER Secretary, at the request of the appointing authority, reviews the qualifications of the person to be appointed and determines that the qualifications are equivalent to specific segments of the training program, such segments may be waived and considered as completed. The rate payable on

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appointment may then exceed the minimum rate established for the training program and shall be based on the length of time required to complete the remaining segments of the training program.

- (2) Incremental pay increases up to the pay range minimum of the objective classification shall be provided for successful completion of each segment of training as provided in the training plan for each trainee position.
- (3) Scheduled trainee pay increases shall be increased by the same percent, and at the same time as the adjustment to the pay range minimum.
- (4) In pay schedules where no within-range pay step is defined, the step used for trainee pay purposes shall be three percent (3.0%) of the minimum for the objective classification for which the employee is being trained.

2.00 Beginning Pay Rates for Project Appointees in Non-Broadband Pay Schedules

2.01 Project Appointees Who Are Former Permanent Classified or Unclassified Employees

- (1) Subject to the maximum of the new pay range, project appointees who have previously been permanent classified employees, and who could have been appointed to a permanent position without an interruption of continuous service under s. ER 18.02(2), Wis. Adm. Code, may be appointed to a project position assigned to a higher classification than their previous permanent classified position, and may be paid at up to their previous rate of pay if higher than the pay range minimum of the classification for the project appointment.
- (2) Project appointees who have previously been permanent classified employees, and who could have been appointed to a permanent position without an interruption of continuous service under ER 18.02(2), Wis. Adm. Code, may be appointed to a project position assigned to the same, a counterpart, or a lower classification than their previous permanent classified position, and may be paid at a rate of pay determined in accordance with the provisions regarding pay on reinstatement as contained in the applicable collective bargaining agreement or Section I, 4.07(3) of this Plan. The flexible pay upon appointment provisions unique to broadband pay schedules, described in Section I, 4.04 of this Plan, shall **not** apply.
- (3) Subject to the maximum of the new pay range, project appointees who are appointed directly from a permanent unclassified position without an interruption in employment status may be paid at up to their previous rate of pay if higher than the pay range minimum of the classification for the project position.

<p>NOTE: Refer to Chapter ER 34 of the Wisconsin Administrative Code for additional employment information regarding project employees.</p>
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2.02 Other Project Appointees

- (1) Except as provided in 2.01, beginning base pay rates shall be determined in accordance with 1.00 above.
- (2) On subsequent project appointment to a different position, the pay rate attained as a result of a project appointment shall not serve as the basis for the establishment of subsequent pay rates on appointment to any other position. However, experience acquired may be relevant for subsequent appointments made in accordance with HAM provisions of 1.03 above.

<p>NOTE: Refer to Section A, 4.20, of this Plan for the provisions regarding supplemental pay and overtime provisions for project employees.</p>

3.00 Other Transaction Pay Adjustments for Project Employees in Non-Broadband Pay Schedules

3.01 Pay on Completion of the First Six Months of a Project Appointment

No six month increase will be granted to any project employee upon completion of the first six months of a project appointment.

3.02 Multiple Pay Adjustments on Same Date (Order of Application)

Multiple pay adjustments that are effective on the same date will be applied in the order given in Section I, 4.01 of this Plan.

3.03 Pay on Regrade for Reclassification or Reallocation to a Classification in a Higher Pay Range.

Pay on regrade for reclassification or reallocation to a classification in a higher pay range for project appointees will be in accordance with Section I, 4.09 of this Plan.

3.04 Pay on Regrade for Reclassification or Reallocation to a Classification in the Same or Counterpart Pay Range.

Project employees shall receive no pay adjustment for reclassification or reallocation to a classification in the same or counterpart pay range.

3.05 Pay on Regrade for Reclassification or Reallocation to a Classification in a Lower Pay Range.

Pay on regrade for reclassification or reallocation to a classification in a lower pay range for project appointees will be in accordance with Section I, 4.11(1) of this Plan.

Section F – Introduction

SECTION F - UNIFORM TRAVEL SCHEDULE AMOUNTS

1.00 Definitions

- 1.01 Employee
- 1.02 Headquarters City
- 1.03 Lowest Appropriate Airfare
- 1.04 Traveler
- 1.05 Travel Status
- 1.06 Volunteer

2.00 Authority for Travel

- 2.01 Authorization
- 2.02 Appropriateness

3.00 Mode of Transportation

- 3.01 Air Travel
- 3.02 Travel By Train
- 3.03 Travel By Bus
- 3.04 Taxis and Airline Limousines
- 3.05 Automobile and Motorcycle Transportation
- 3.06 Special Mode Transportation

4.00 Meal Expenses

- 4.01 Meal Claims
- 4.02 Maximum Meal Amounts
- 4.03 Meal Receipts
- 4.04 Timeframes for Meal Reimbursement
- 4.05 Modification of Timeframes for Employees Working Nonstandard Hours
- 4.06 Alcoholic Beverages
- 4.07 Bottled Water Reimbursement for International Travel

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INTRODUCTION

In accordance with s. 20.916(8), Wis. Stats., the DER Secretary, with the approval of the Joint Committee on Employment Relations (JCOER), establishes the uniform travel schedule amounts (UTSAs). These amounts include automobile, motorcycle, and personal airplane mileage reimbursement rates; porterage tips;

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moving expenses; temporary lodging allowances; and meal and lodging rates. The approved travel schedule amounts are incorporated into the compensation plan under s. 230.12(1), Wis. Stats., and apply to all employees whose compensation is established under ss. 20.923 or 230.12, Wis. Stats., (i.e., all nonrepresented classified and unclassified civil service employees, including legislators, judges, and board members). The provisions of this Section (Section F) become effective on the first day of the month following approval by the Joint Committee on Employment Relations (JCOER) and remain in effect until the first day of the month following modification by JCOER. Department of Administration (DOA) is responsible for the audit of travel expenses to insure compliance with the provisions of these travel schedule amounts. Under s. 16.53(12)(c), Wis. Stats., DOA may not approve for payment any travel vouchers which exceed the maximum travel schedule amounts established under s. 20.916(8), Wis. Stats., except in unusual circumstances when accompanied by a receipt and full explanation of the reasonableness of such expense.

Provisions in labor agreements for represented employees, that apply to travel and lodging expenses supersede the analogous provisions under these travel schedule amounts.

Employees in travel status are expected to exercise good judgment when incurring travel costs. An employee shall be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the travel schedule amounts and provisions herein.

Employees are encouraged to plan all travel with the principles of fiscal austerity and energy conservation in mind and to make maximum use of telephone, facsimile machines and postal service as a way to minimize the need to travel.

These uniform travel schedule amounts apply to travel within the United States. Expenses incurred for approved travel outside this area will be subject to the schedule amounts where appropriate (e.g., air transportation to be the lowest appropriate airfare), but handled on a case-by-case basis when travel-related costs vary from country to country. For such out-of-country travel, the U.S. State Department Per Diem rates shall be used. If State Department rates are not available, the U.S. Department of Defense rates shall be used. Reimbursement for out-of-country travel shall be based on actual, reasonable and necessary expenses incurred with the per diem rates used to determine the maximum allowable reimbursement for both meals and lodging. These rates do not include incidental expenses such as laundry and taxis.

1.00 Definitions

1.01 Employee: Any classified or unclassified officer, or employee of the state, including any legislator, judge, board member, permanent, project, or limited term employee, etc., who is entitled to actual, reasonable and necessary expenses. See ss. 16.53(12)(a)2. and 20.916(9)(a)1., Wis. Stats.

1.02 Headquarters City: The area within the city or village limits where an employee's permanent work site is located and the area within a radius of 15 miles (based on odometer mileage) from the employee's permanent work site. The head of the department or delegated designee shall determine the employee's permanent work site in the best interest of the state. See s. 20.916(9)(a)2., Wis. Stats.

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1.03 Lowest Appropriate Airfare: Coach fare which provides for not more than a two hour window from the traveler's preferred departure or arrival time and may require one plane transfer without regard to carrier, aircraft, and connecting airport.

1.04 Traveler: Any person who incurs travel expenses on official state business and is entitled to authorized reimbursement for those expenses.

1.05 Travel Status: When an employee is required by his/her supervisor to leave the headquarters station to accomplish official state business and is eligible for reimbursement of actual, reasonable and necessary travel expenses in accordance with the provisions of the DER uniform travel schedule amounts, other applicable statutes, or pursuant to collective bargaining agreements.

1.06 Volunteer: Any person not in employee status, who provides service to the state.

2.00 Authority for Travel

2.01 Authorization

Any official business travel by state employees must be approved in accordance with individual agency procedures as established by the agency head or designee.

2.02 Appropriateness

The head of the department or delegated designee shall determine that the proposed travel is appropriate and necessary to the mission, responsibility or duties of the employee's unit. See s. 16.53(12)(b), Wis. Stats.

Before employees are permitted to attend out-of-state conferences, conventions, seminars, meetings or training courses, the department head or delegated designee should insure that a clear state interest is being served by allowing more than one employee to attend. See s. 16.53(1)(c)7., Wis. Stats.

3.00 Mode of Transportation

Pursuant to s. 20.916(4)(c), Wis. Stats., the allowance for the use of a personal automobile or motorcycle shall not exceed the lowest cost of the most practical means of public transportation between points convenient to be reached by railroad, bus or commercial airplane without unreasonable loss of time. The agency head or designee shall give due consideration to the circumstances in each case when determining the most practical means of public transportation. The cost of meals and lodging paid by the state and the cost of the use of a state-owned automobile not chargeable to an employee may not exceed the cost which would have been incurred had the most practical form of public transportation been used, at the most appropriate time, if a practical form of public transportation is available.

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When a number of state employees are traveling to the same destination at the same time, it is their responsibility to arrange for pooled transportation where practicable. Individuals, who for personal reasons choose not to participate in pooled transportation, may be reimbursed for mileage expense when the appointing authority determines that such reimbursement is appropriate.

Expenses for transportation will be reimbursed as follows:

3.01 Air Travel

NOTE: Refer to the DOA's State Procurement Operational Bulletin on Travel Agency Services for additional detailed information.

- (1) Reimbursement for commercial air travel shall be limited to the lowest appropriate airfare. The agency head or designee may reimburse at a rate other than the lowest appropriate airfare only when the traveler provides an explanation of the reasonableness of the expense.

Where a traveler is seeking reimbursement for airfare through a travel voucher, there should be sufficient documentation of the departure and return dates, itinerary, nature of official business and receipt for payment attached to the travel voucher. Credit card charge copies alone are not acceptable as documentation.

Where airfare is being billed directly to a state agency by a travel agency, the invoice and other attachments to the payment voucher should reflect the following information:

- (a) Name(s) of the traveler(s) and destinations;
- (b) Departure and return dates;
- (c) Nature of official business;
- (d) If possible, cross-reference to the number of the travel voucher containing the other trip-related expenses.

NOTE: Benefits from any airline promotion program such as free tickets for frequent fliers or credit vouchers for bumping belong to the State of Wisconsin and must be turned over to the agency fiscal officer.

- (2) Flight insurance coverage for employees is not a reimbursable expense.
- (3) If under s. 20.916(5)(a), Wis. Stats., use of a private airplane is authorized by a department head, reimbursement will be made at the rate of 32.5 cents per mile.

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- (4) To avoid unnecessary taxi expenses, employees should utilize regularly scheduled airport bus or limousine service between terminal facilities and hotels. Unless properly justified, claims for taxi or limo service should be limited to the rate for the regularly scheduled airport or limousine shuttle service.

3.02 Travel by Train

Under s. 20.916(9)(f)2., Wis. Stats., travel by train shall be limited to coach unless overnight, where accommodations should be limited to roomette. Receipts are required for reimbursement.

3.03 Travel by Bus

Employees traveling within the headquarters city and between Madison and downtown Milwaukee or Chicago shall travel by bus whenever feasible, as determined by the department head or designee. Receipts are required for reimbursement of travel between cities.

3.04 Taxis and Airline Limousines

Reasonable charges for taxis and airline limousines, including taxi tips at a maximum rate of 15% of the charge as provided in s. 20.916(9)(d)2., Wis. Stats., are reimbursable when other modes of travel are not available or practical. However, limousine shuttle service (usually less expensive or free) should be utilized in place of a taxi whenever possible. Employees are required to obtain receipts where the cost of a one-way fare will exceed \$15.

3.05 Automobile and Motorcycle Transportation

- (1) Use of State Pool Cars
 - (a) Management shall encourage employees to use state pool cars whenever feasible and whenever an automobile is required for conducting official state business unless a state-owned vehicle is already personally assigned.
 - (b) When using state pool cars, passengers should be limited to state employees or travelers engaged in official state business.
 - (c) Credit cards are provided with each car and must be used if possible when any expenses are incurred. The only expenses in connection with state-owned automobiles which can be claimed on a travel voucher as reimbursable are:
 - 1. Storage, parking and toll charges.

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2. Expenses incurred where the credit cards are not accepted. Receipts showing the fleet number of the car are required.
 3. Emergency expenditures related to operation of the automobile. Receipts showing the fleet number of the car are required.
- (d) Personal use of a pool car is not permitted.
- (e) Traffic citations, parking tickets, locksmith calls for retrieving keys, etc., are the employee's responsibility.
- (2) Use Of Personally-Assigned State-Owned Vehicles
- (a) Based upon an employee's job responsibilities, an employee may be assigned a state-owned vehicle.
- (b) An employee who has a personally-assigned state-owned vehicle may use the vehicle for personal use in accordance with fleet guidelines, and must reimburse the state for such use at a rate of 32.5 cents per mile, plus sales tax, pursuant to s. 20.916(7), Wis. Stats.
- (c) Traffic citations, parking tickets, locksmith calls for retrieving keys, etc., are the employee's responsibility.
- (3) Use Of Privately-Owned Automobiles or Motorcycles
- (a) Employees whose accumulated personal car business mileage per round trip to and from their headquarters city is:
1. Less than 50 miles, shall be reimbursed at the rate of 32.5 cents per mile. Employees may be required to secure a non-availability slip, at the discretion of the employing agency.
 2. More than 50 miles, but less than 300 miles,
 - a. shall be reimbursed at the rate of 32.5 cents per mile if their agency maintains a central pool and issues them a non-availability slip.
 - b. shall be reimbursed at the rate of 32.5 cents per mile if their agency maintains no central pool and the DOA central fleet (for employees in the Madison area) issues a non-availability slip.
 3. More than 300 miles, shall be reimbursed at the rate of 32.5 cents per mile if both the employee's agency, when appropriate, and the DOA

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central fleet (for employees in the Madison area) issues a certification of non-availability.

4. These requirements may be waived on an individual basis, if that agency can demonstrate to DOA that a different set of mileage standards for issuing non-availability slips would result in a more cost effective use of state vehicles.
- (b) The non-availability slip should include the date of the request as well as the dates for which a pool car is requested and must be signed by the agency dispatcher or DOA Central Fleet representative. Non-availability slips are not required when employees do not have access to fleet vehicles within their headquarter city.
- (c) Except as provided in (a)1. above, if an employee uses his or her own car, the business mileage allowance shall be at a rate pursuant to s. 20.916(4)(e), Wis. Stats.

<p>NOTE: Employees should contact their agency fiscal officer to obtain the reimbursement rate when they do not have a non-availability slip and choose to use their personal vehicle.</p>

- (d) Charges for repairs, tow services, lubrication, etc., are not reimbursable items. Traffic citations, parking tickets and other traffic violation expenses are the employee's responsibility.
- (e) Upon recommendation of the agency head and DOA approval:
 1. An additional 1 cent per mile may be paid to an employee for the use of a personal automobile on official state business when used as an emergency vehicle, or under conditions which may cause excessive wear or depreciation, such as the pulling of trailers, or which require the installation of special equipment. See s. 20.916(4)(b), Wis. Stats.
 2. An additional 1 cent per mile may be paid to an employee whose automobile is used for transporting 2 or more passengers (not including the driver).
 3. An additional 4 cents per mile may be paid to an employee when an automobile is operated off the roadway (construction areas, etc.).
 4. Disabled persons who use a privately-owned, specially equipped van on state business shall be reimbursed at a rate of 50 cents per mile. When a state-owned van which is specially equipped for disabled employees is

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available, the reimbursement rate shall be 45 cents per mile unless a non-availability slip has been obtained.

NOTE: Requests for exemption from the "certificate of non-availability" requirement, for medical or other reasons should be forwarded to the DOA fleet management coordinator. Requests for exemptions must be resubmitted on an annual basis. Employees who are disabled may also receive a general waiver if state-owned vehicles do not adequately meet their specific needs and a driver is not available on a regular basis. Copies of all such exemption approvals for nondelegated agencies should be forwarded to the State Bureau of Financial Operations, as well as being kept on file in the agency pre-audit area, to avoid delays in processing the travel claim.

- (f) Employees shall be reimbursed for the use of privately-owned motorcycles on state business, as provided in s. 20.916(4m), Wis. Stats. The rates for reimbursement shall be 16.2 cents per mile, whether a fleet vehicle is available or not, subject to the following conditions:
 - 1. Only one individual may be transported on a single motorcycle.
 - 2. The agency head may require travel by automobile if the travel costs are anticipated to be less than the cost of travel by motorcycle, such as when two or more state employees are traveling to the same destination.
 - 3. Reimbursement for use of privately owned mopeds or bicycles on state business is not authorized by statute.
- (g) For travel between points convenient to be reached by railroad, bus or commercial airplane without reasonable loss of time, the allowance for the use of a personal automobile or motorcycle shall not exceed the lowest cost of the most practical means of public transportation between such points. See s. 20.916(4)(c), Wis. Stats.

The employee's supervisor/department head should give due consideration to the circumstances in each case when determining the amount of reimbursement for the most practical means of public transportation where a personal auto or motorcycle is utilized. Reimbursement for meals and lodging, as well as transportation, should not exceed what would ordinarily have been incurred had the most practical means of public transportation been used. In cities with extensive bus systems, travelers should utilize the bus whenever practical.

- (h) Parking charges incurred while on official business, as authorized, are reimbursable if incurred as a result of the job. Parking charges incurred in the

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headquarters city are reimbursable if incurred as a result of the job and on approval of the head of the agency, pursuant to s. 20.916(9)(e), Wis. Stats.

- (i) When management determines that an employee's vehicle is required for travel to a work site removed from the assigned headquarters, the employee shall be reimbursed for mileage from home to the work site, or from the assigned headquarters to the work site, whichever is closer.

When management determines that an employee's vehicle is not required for travel to a work site removed from the assigned headquarters, the employer will reimburse mileage from the employee's home to an approved pickup point which is in excess of the mileage from the employee's home to the assigned headquarters.

NOTE: See DER Bulletin CC-198 dated 6/19/89 for additional information on mileage reimbursement from home to work site or pickup point.

Mileage payments from home to the assigned headquarters are not allowed.

- (j) "Vicinity" mileage on official business trips should be stated in the itinerary column on the travel voucher but does not have to be separated from the total miles claimed for the trip.

(4) Car Rentals

Rental vehicles should be used in situations where it is the most cost efficient means of transportation or the efficient conduct of state business precludes the use of other means of transportation.

When renting a vehicle:

- (a) State contract vendors shall be used unless the vendor is unable to provide a vehicle as needed. All contract vendors include Collision Damage Waiver (CDW) and liability insurance in their rates. Vehicles may be rented from non-contract vendors, provided the rental cost (including CDW) is less expensive and services are equal to the contract vendors.
- (b) The CDW for domestic rentals shall be purchased when renting from non-contract vendors. For international rentals, CDW should always be purchased, whether renting from contract or non-contract vendors.
- (c) Be prepared to provide identification of state employment.

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- (d) If one or two travelers are using the vehicle, an economy-sized vehicle shall be rented. A larger size vehicle may be rented and fully reimbursed if there are three or more travelers involved in state business or extra space is needed for equipment. Claims for larger vehicles must be justified in writing.
- (e) Claims for reimbursement must be supported by the original paid receipt.
- (f) Personal effects insurance (PEC) or any additional charges for personal use are not reimbursable.

NOTE: Refer to the DOA's State Procurement Operational Bulletin on Rental Cars for additional detailed information.

3.06 Special Mode Transportation

In conjunction with specialized field trips, geological surveys, and special instructional/research expeditions, where a combination of traditional and nontraditional modes of transportation may be necessary, an explanation of the circumstance and a listing of actual out-of-pocket expenses should accompany the request for reimbursement.

4.00 Meal Expenses

4.01 Meal Claims

The claim for meals must represent actual, reasonable and necessary expenses for meals.

4.02 Maximum Meal Amounts

- (1) Maximum permitted amounts for individual meals in state, including tax and tip, are listed and shall be:

As of July 1, 2001	
Breakfast	\$8.00
Lunch	\$9.00
Dinner	\$17.00

- (2) For out-of-state travel, the following meal maximums shall apply.

As of July 1, 2001	
Breakfast	\$10.00
Lunch	\$10.00
Dinner	\$20.00

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- (3) The maximum allowable tip is 15% of the meal claim per s. 20.916(9)(d)2., Wis. Stats.
- (4) On any particular day that an employee is entitled to reimbursement for two or more consecutive meals, the employee may exceed the maximum amount for one or more meals. The employee may claim the actual amount spent for each meal as long as the total amount claimed for the eligible meals is not greater than the combined maximum reimbursement rate for those meals. Each day is considered separately for application of this policy.
- (5) Employees shall be reimbursed a flat rate of \$4.00 for each bag meal.

4.03 Meal Receipts

Receipts for meals are not required except for the following:

- (1) Any unusual amount in excess of the schedule in 4.02 of this Section (Section F), must be accompanied by a receipt and full explanation of the reasonableness of such expense. An unusual amount is a cost which is incurred outside the control of the individual (i.e., the mandatory meal cost at a meeting or conference approved by the state). When claiming reimbursement for meal expenses while attending a conference, employees shall be required to attach a copy of the conference brochure to the travel voucher.
- (2) Where a consistent pattern of maximum meal reimbursement claims is noted on an employee's travel vouchers, the agency head or designee may require an employee to submit receipts to document the amounts claimed on future travel vouchers.

4.04 Timeframes for Meal Reimbursement

Except as provided in 4.05 of this Section (Section F), reimbursement for meals for employees who are on a day-shift basis (7:45 a.m. - 4:30 p.m.) will be allowed on trips only on the following conditions:

- (1) Breakfast, provided the employee leaves home before 6:00 a.m.
- (2) Lunch, provided the employee leaves his or her headquarters city before 10:30 a.m. and returns after 2:30 p.m.
- (3) Dinner, provided the employee leaves directly from work and returns home after 7:00 p.m.

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4.05 Modification of Timeframes for Employees Working Nonstandard Hours

The time or time periods specified in 4.04 of this Section (Section F), shall be modified to the extent necessary to provide equitable treatment to employees whose work schedule requires shift work on other than a day shift basis (7:45 a.m. - 4:30 p.m.). Meal reimbursement maximum limits shall normally be based on the type of meal appropriate to the time of day.

4.06 Alcoholic Beverages

No reimbursement may be made for the cost of alcoholic beverages.

4.07 Bottled Water Reimbursement for International Travel

Reimbursement will be made for purchased bottled water. Employees are limited to reimbursement of up to \$7.50 per day, representing approximately 5 liters of bottled water per day at a reimbursement rate of \$1.50 per liter, when in international travel status (outside the contiguous U.S.). The total daily bottled water reimbursement cannot exceed \$7.50.

5.00 Hotel and Motel Expenses

5.01 Lodging Claims

The choice of lodging shall be based on cost with consideration given to accessibility in conducting business:

- (1) Employees of the same sex traveling together are encouraged, whenever feasible, to share lodging accommodations. Employees should be held personally responsible for unnecessary room costs that result from his/her failure to notify the hotel/motel of a cancellation, unless reasonable justification is provided for failing to notify the hotel/motel.
- (2) When a department head or his/her designee determines that it is in the best interest of the state to order the employee to stay at a specified lodging accommodation, the employee shall be entitled to the full lodging reimbursement required for such a stay. If this lodging rate exceeds the maximum permitted amount specified in 5.02 of this Section (Section F), the employee must attach documentation to the voucher which clearly indicates the employer's requirement that the individual stay at the specified lodging accommodation. This documentation shall include the employer's written authorization and justification for requiring the employee to stay at the specified lodging accommodation.

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- (4) When a department head or his/her designee orders an employee to attend a business function and does not specify the lodging accommodation, the employee's lodging reimbursement shall be limited to the amount specified in 5.02 of this Section (Section F), except as provided in 5.03 of this Section.
- (5) A department head or designee may permit the employee(s) to stay at a documented conference site where lodging costs exceed the maximum permitted amount specified in 5.02 of this Section (Section F) on the basis that it enables the employee(s) to gain professional benefits due to interaction with other attendees. No additional statement of justification is required.

5.02 Maximum Lodging Rates

- (1) The maximum permitted amount per day, excluding tax, for lodging for all in-state travel in counties other than Milwaukee, Racine, and Waukesha shall be:

As of July 1, 2001
\$62

- (2) The maximum permitted amount for Milwaukee, Racine, and Waukesha counties shall be:

As of July 1, 2001
\$72

- (3) The in-state maximum reimbursement rate per night shall also apply to out-of-state travel, except for lodging in higher cost cities as determined by DER. For lodging maximums in higher cost cities, refer to the most recent issue of the DER Bulletin entitled “Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities.”
- (4) If an employee is required to stay in a city not listed in the “Maximum Reimbursement for Lodging in High Cost Out-of-State Cities” bulletin, the greater of the rate for the nearest comparable city, or the maximum in-state lodging rate under (1) or (2) above, shall apply. Effective (first day of the pay period following the JCOER meeting), the greater of the rate for the nearest comparable city, or the maximum in-state lodging rate under (1) above, shall apply. DOA shall determine the nearest comparable city.
- (5) The reimbursement to the employee (or the amount paid directly by the agency to the hotel for the lodging) is limited to the single rate for a single room. If employees share a room, the reimbursement may be divided equally but not in excess of the maximum amount permitted for each employee had each stayed in a single room. (The cost of a room shared by two or more employees may not exceed the combined maximum rate for an equal number of single rooms.)

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5.03 Exceeding the Maximum Lodging Rate

Any amount in excess of the schedule in 5.02 of this Section (Section F) must be accompanied by a receipt and explanation of the reasonableness of such expense. Except as provided in 5.01(2) of this Section (Section F), maximums may be exceeded only when it is determined that unavoidable additional expenses would be incurred by trying to adhere to the specified maximums (e.g., high transportation costs incurred when staying at an economical hotel/motel at the edge of the city instead of staying downtown).

5.04 Checkout Times and Extended Stays

Employees shall observe posted hotel checkout hours in order to avoid a charge for the day of departure. An employee who is required to remain in one location for an extended period of time is expected to find lodging at reasonable weekly and/or monthly rates.

5.05 Lodging Receipt Requirement

All lodging expenses must be supported by the original machine-printed receipts, which are furnished by most hotels and motels, or an original handwritten receipt. A photocopy of the receipt, the hotel or motel statement or credit card receipt is not considered an acceptable substitute unless exceptional circumstances can be documented and a written explanation is attached to the voucher.

5.06 Non-licensed Facilities

Expenses for lodging at facilities which are not licensed as a hotel, motel, campground, or tourist rooming house (e.g., private residences) are not reimbursable. Exceptions may be granted by the appointing authority where there is a clear cost benefit to the state.

5.07 Government Discounts

When registering in a lodging establishment or signing for any official purpose, state employees shall use their business address and identification and ask for government discounts/contract rate.

6.00 Meeting Facilities

6.01 State-Sponsored Meetings, Training and Conferences

Meetings, conferences and training sessions sponsored by state agencies primarily for the participation of government employees shall be conducted in public facilities and at locations which will:

- (1) Minimize fuel consumption for transportation;

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- (2) Provide the necessary services for the session at the most economical cost to the state;
- (3) Facilitate public attendance and/or press coverage as necessary; and
- (4) Accommodate disabled persons to the fullest extent possible.

6.02 Exceptions

Exceptions to the rule of using public facilities for these types of events must be authorized by the head of the department or delegated designee.

7.00 Other Allowable Travel Expenses

7.01 Laundry, Cleaning and Pressing Charges

Under s. 20.916(9)(d)1., Wis. Stats., if the employee is away for more than three days, reasonable amounts will be allowed for laundry, cleaning and pressing service. Only one charge per calendar week is reimbursable for each type of actual and necessary service.

Reimbursement claims for laundry, cleaning and/or pressing must be supported by original paid receipts. Charges for laundry, etc., can be reimbursed only when the employee incurs the expenses while in travel status. Employees should normally be expected to pack sufficient clothing for a week without having to incur such charges. Routine cleaning of clothes is not considered a travel-related expense and therefore not reimbursable.

7.02 Telephone

- (1) Employees are encouraged to place telephone calls in advance from the headquarters location. If telephoning from the field is necessary for business purposes, an employee must attempt to use the State Telephone System (STS), which is now available at most agency and university locations around the state. One personal call home is reimbursable up to \$5.00 each for the following conditions:
 - (a) Each night an employee must spend overnight away from home in travel status; or
 - (b) As a result of each unscheduled geographical location change; or
 - (c) As a result of an unscheduled change in travel status which results in more than a one (1) hour extension to the employee's originally scheduled return time.
- (2) Where STS is not available, business telephone charges (both local and long distance) may be reimbursed. Business related facsimile charges are reimbursable. Reimbursement claims for business telephone calls or business facsimile charges in excess of \$5.00 per call shall be supported by receipt.

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7.03 Porterage

- (1) Necessary gratuities to hotel employees are reimbursable, not to exceed \$2.00 for each night at a hotel.
- (2) Porterage costs at airports or bus terminals will be reimbursed only in highly unusual situations such as transporting state equipment, disabled persons, etc. The claim should be fully explained on the travel voucher and should not exceed \$3.00 per departure from or return to the terminal.

7.04 Registration Fees

- (1) A breakdown of specific meals that were included with the registration fee shall be included on the travel voucher. Spouse or other family member expenses included in registration fees are not reimbursable.
- (2) An original paid receipt, a copy of the check, a copy of the credit card statement, or the traveler's customer copy of the credit card receipt must support claims for reimbursement of registration fees over \$25. A copy of the registration form or brochure indicating the amount of the fee and what it includes should also be attached to the travel voucher.

8.00 Expenses in an Employee's Headquarters City

Under s. 20.916(9)(e), Wis. Stats., employees who are headquartered in a city in which the expense occurs shall be reimbursed for their actual, reasonable and necessary expenses incurred in the discharge of official duties only on the approval of the head of the employee's agency. This does not apply to travel between an employee's residence and the city in which the employee is headquartered, which shall not be reimbursable. Parking charges incurred in headquarters city resulting from daily trips from an individual's residence to the headquarters are not reimbursable unless the conditions enumerated in AG Opinion 61 OAG 210 (one of which is that the employee's use of a personal vehicle is a condition of employment) are met.

9.00 Traveling With Spouse

No travel expenses for the spouse shall be reimbursable. With respect to the cost of lodging, the amount reimbursable to the employee will be equal to the rate for a single room, which shall be entered on the receipt by the hotel clerk. The only authorized exception to this prohibition applies to the Governor's spouse, and such situations are specifically outlined in the separate procedures governing the use of the Governor's contingency fund (established pursuant to s. 20.525(1)(b), Wis. Stats.).

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10.00 Reimbursement for Moving Expenses

10.01 Authority

Section 20.917, Wis. Stats., provides for reimbursement of expenses for preparation and transportation of household effects and for the transportation of the employee and the employee's immediate family to the new place of residence. Household effects include, but are not limited to: furniture, clothing, household appliances, and other items necessary for the maintenance of a household. Items not included as necessary household effects include, but are not limited to: boats, pets, farm tractors and equipment, etc.

NOTE: Refer to Chapter 760 of the Wisconsin Human Resources Handbook entitled "Reimbursement for Moving Expenses" for detailed information regarding provisions and procedures for moving expense reimbursement.

10.02 Minimum Distance

Reimbursement for an employee's moving expenses can be allowed if:

- (1) The distance between the new place of employment and the old residence is at least 35 miles farther than the distance between the old place of employment and the old residence; and
- (2) The distance between the new and old residence is at least 35 miles.

If the appointing authority determines that a move is a mandatory condition of employment under s. 20.917(1)(a), Wis. Stats., the minimum distance requirements are not applicable.

10.03 Maximum Amount

The maximum dollar amount which may be permitted for reimbursement of any employee's moving costs is subject to the limitations set forth in s. 20.917(2)(b), Wis. Stats. DOA shall determine the maximum reimbursement which is the maximum amount as set forth in the rate tables of the major household goods tariff publishing bureaus to move household effects. In addition, a stipend may be paid for costs incidental to moving (subject to the limitations set forth in s. 20.917(1)(e), Wis. Stats.), as well as the cost of automobile travel for one vehicle at 32.5 cents per mile. Incidental costs include, but are not limited to: disconnection and/or hook up of appliances, extra insurance coverage, etc.

10.04 International Moves

Employees making international moves to the contiguous 48 states may be reimbursed for all actual, necessary and reasonable expenses subject to the prior approval of the appointing authority. Actual, reasonable and necessary expenses will be subject to the limitations contained in the Federal GSA Bulletin, which governs moving reimbursement for federal employees.

NOTE: See Section A., 2.03 for provisions which allow for granting a Relocation Incentive Award to classified nonrepresented employees under certain circumstances.

11.00 Applicant Interview Expenses

Section 20.916(2), Wis. Stats., provides that reimbursement may be made to applicants for all or part of reasonable and necessary travel expenses actually incurred in connection with oral examination and employment interviews. All reimbursement actions under this provision shall be documented in writing and subject to review by the agency appointing authority. Reimbursement for travel, meals and lodging shall conform to the provisions of 3.00, 4.00 and 5.00 of this Section (Section F).

NOTE: Refer to Chapter 764 of the Wisconsin Human Resources Handbook entitled "Reimbursement of Applicant's Travel Expenses" for procedures and provisions relating to applicant interview expenses.

12.00 Temporary Lodging Allowance

As provided under s. 20.917(3)(a)1, Wis. Stats., the Temporary Lodging Allowance shall be consistent with the lodging allowance for hotels and motels established under 5.02 of this Section (Section F). The allowance is applicable only to persons who are eligible for moving expense reimbursement whether or not such reimbursement is granted. Such allowance payment is limited to 45 days.

NOTE: Refer to Chapter 774 of the Wisconsin Human Resources Handbook entitled "Reimbursement for Temporary Lodging" for procedures and provisions relating to temporary lodging.

13.00 Food and Lodging Allowances for Legislators

Any member of the legislature who has signified, by affidavit filed with DOA, the necessity of establishing a temporary residence at the state capital for the period of any regular or special legislative session shall be entitled to an allowance, as determined by the Speaker of the Assembly for members of the Assembly and by the President of the Senate for members of the Senate, of an amount not-to-exceed \$88.00 for expenses incurred for food and lodging for each day that he or she is in Madison on legislative business, but not including any Saturday or Sunday unless the legislator is in actual attendance on such day at a session of the legislature or a meeting of a standing committee of which the legislator is a member. The Speaker of the Assembly and the President of the Senate must give at least 30 days advance notice before making a change in the authorized allowance. Each legislator shall file an affidavit with the chief clerk of his or her house certifying the specific dollar amount within the authorized allowance the member wishes to receive.

Section F – 13.00

Such affidavit, when filed, shall remain in effect for the biennial session, except that a new affidavit may be filed for any month following an adjustment in the amount of the authorized allowance under s. 20.916(8), Wis. Stats., and this Section (Section F) (see s. 13.123(1)(a)1., Wis. Stats.).

14.00 Miscellaneous

14.01 Weekend Expenses

Weekend expenses are not reimbursable without:

- (1) Agency head or delegated designee approval; and/or
- (2) Conference agenda or brochure.

NOTE: See 13.00 of this Section (Section F) for exceptions regarding legislators.

14.02 Expenses for Volunteers

Persons who volunteer their services to state agencies may be reimbursed some or all of the actual and necessary travel expenses in accordance with s. 20.916(1m), Wis. Stats.

14.03 Expenses for Reasonable Accommodations

It is recognized that individuals traveling on official state business may require a reasonable accommodation, as required by the Federal Americans with Disabilities Act of 1990 and/or Section 504 of the Rehabilitation Act of 1973, as amended. Depending upon individual circumstances, the reasonable accommodation could take various forms such as payment of portage costs under 7.03 of this Section (Section F) or allowing a personal attendant to accompany the individual while in travel status.

NOTE: If it is necessary for the individual conducting official state business to have an attendant in order to participate in an off-work site meeting or travel for other work-related purposes, the attendant's travel costs, including salary, would be reimbursable if they meet the actual, reasonable, and necessary conditions set forth under the applicable federal law. The non-salary costs, e.g., meals, lodging, transportation, etc., must conform to the guidelines and amounts for travelers set forth in this Section (Section F). In addition, the salary costs must be actually incurred and reasonable, based on the normal market rates for these services.

Determination of a reasonable accommodation and the costs associated with the accommodation depend heavily on individual circumstances. Specific questions concerning the application of this section should be directed to the agency's affirmative action officer or legal counsel.

Section F – 14.04

14.04 Payment for Unauthorized Travel Prohibited

Payment of travel expenses not authorized by statute is prohibited. Any unauthorized payment made shall be recoverable as debt from the person to whom the payment was made (see s. 20.916(6), Wis. Stats.).

14.05 Primary References to DOA's Statutory Responsibility Relative to Audit of Travel Claims

See ss. 16.53, 20.916 and 20.917, Wis. Stats. Note that s. 16.53 (12), Wis. Stats., specifically states that DOA may not approve payment for any travel vouchers that exceed the maximum travel schedule amounts recommended by DER and approved by JCOER, except in unusual circumstances when accompanied by a receipt and full explanation of the reasonableness of such expense. This same reference also prohibits payment approval of any travel claim for mileage in excess of the auto rates established by DER (with approval of JCOER).

14.06 Penalty for Filing Fraudulent Travel Claim

See ss. 16.53(1)(c), 939.50(3) and 946.12(4), Wis. Stats.

14.07 Advancement of Travel Expenses

The appointing authority may, by presenting proper vouchers to DOA, advance money for travel expenses to employees. Travel expenses shall be advanced only when the estimated expense is expected to exceed \$50 and the advance shall not exceed 80% of the estimated expense (see s. 16.53(1)(cm), Wis. Stats.).

SECTION G - MISCELLANEOUS PROVISIONS

1.00 Charges for Maintenance

- 1.01 Charges for Meals and Other Provisions
- 1.02 Meals Furnished Employees without Charge

2.00 Reimbursement for Damaged Personal Articles

- 2.01 Determination of Value
- 2.02 Reimbursement Limitations

3.00 Master Plumbers License

4.00 Safety Equipment

- 4.01 Protective Clothing
- 4.02 Protective Shoes
- 4.03 Safety Glasses

INTRODUCTION

This Section (Section G) contains provisions for allowable charges for laundry, meals, wholesale provisions and other maintenance provisions furnished to employees and/or his or her family. It also contains provisions that allow employees to file claims with their agency for reimbursement for damaged personal articles and reimbursement for certain required safety equipment and Master Plumbers License.

1.00 Charges for Maintenance

1.01 Charges for Meals and Other Provisions

As provided under s. 230.12(1)(e), Wis. Stats., where meals, wholesale provisions and other maintenance provisions are furnished by the employing department to the employee and/or the employee's family in view of the nature and location of the job, charges for the value of such meals or provisions shall be made, and therefore, deducted from the employee's pay as may be approved by the DER Secretary, based upon recommendations made by the agency furnishing meals or provisions.

1.02 Meals Furnished Employees without Charge

As provided under s. 230.12(1)(c)3, Wis. Stats., when a state agency provides meals to employees who are required as a condition of employment to take such meals in the performance of employer-assigned duties or responsibilities, these meals shall be provided without charge to the employee or deduction from the employee's salary.

Section G – 2.00

2.00 Reimbursement for Damaged Personal Articles

As provided by ss. 20.918 and 230.12(1)(dm), Wis. Stats., a state agency may reimburse its employees for the cost of repairing or replacing articles of clothing, watches, or eye glasses damaged in the line of duty if such damage is not caused by employee carelessness or normal wear and tear resulting from the type of work performed by the employee. Payments under this section are subject to the approval of the appointing authority.

2.01 Determination of Value

The appointing authority shall determine the value of damaged personal articles at the time damage occurs. If the appointing authority determines that the personal articles are damaged beyond repair, the reimbursement amount shall not exceed the actual replacement value, less depreciation, of the damaged articles.

2.02 Reimbursement Limitations

The reimbursement amount shall not exceed \$100.00 for any one incident except that reimbursement for watches shall not exceed \$75.00.

These provisions shall not apply to articles where the actual replacement value, less depreciation, or repair cost is less than \$10.00.

<p>NOTE: Forms for claiming reimbursement for Damaged Personal Articles can be obtained from the DER, Division of Compensation and Labor Relations.</p>
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3.00 Master Plumbers License

If the employer requires a Crafts Worker Supervisor, Shop Supervisor, or Crafts Operations Manager-UW-Milwaukee to obtain or retain a Master Plumbers License, the employer shall annually reimburse the employee, upon evidence of acquisition and retention, the difference between the cost of a Master Plumbers License and the cost of a Journeyman Plumbers License.

4.00 Safety Equipment

As provided under s. 230.12(1)(d), Wis. Stats., employees shall be reimbursed for safety and protective equipment if, in the performance of their assigned duties, the equipment is required by the employer.

4.01 Protective Clothing

The employer shall furnish, at no cost to the employee, required protective clothing and equipment necessary for the performance of assigned duties. Such equipment shall be in accordance with the standards established by the Department of Workforce Development.

Section G – 4.02

4.02 Protective Shoes

If the employer requires the purchase of safety shoes necessary in the performance of assigned duties, the employer shall pay an allowance of \$15.00 per year as an expense check payable the first pay period of the calendar year.

4.03 Safety Glasses

If the employer requires the purchase of safety glasses and/or safety sunglasses for the performance of assigned duties, the employer shall reimburse the employee for such expense including the cost of any eye examination required for such purposes and not covered by any health insurance program. Reimbursement for eye examinations under this provision shall not exceed one per fiscal year.

SECTION H - SUPPLEMENTAL HEALTH INSURANCE CONVERSION CREDITS UPON RETIREMENT FOR CERTAIN NONREPRESENTED CLASSIFIED AND UNCLASSIFIED EMPLOYEES

1.00 Coverage

- 1.01 Classified Employees
- 1.02 Unclassified Employees

2.00 Effective Dates

- 2.01 Classified Employees
- 2.02 Unclassified Employees

3.00 Eligibility

4.00 Amount

- 4.01 General and Executive
- 4.02 Protective
- 4.03 Proration of General, Executive, and Protective

5.00 Miscellaneous Administrative Provisions

- 5.01 Credits for Sick Leave Used
- 5.02 Access to Supplemental Credits
- 5.03 Rehired Annuitant
- 5.04 Conversion Pay Rate Option
- 5.05 Conversion Pay Rate for Employees Receiving Educational Credit Add-Ons

6.00 Conversion Chart

INTRODUCTION

This Section (Section H) contains provisions for a health insurance premium credit program provided under s. 230.12(9), Wis. Stats., for certain employees whose compensation is established under s. 20.923(2) or s. 230.12, Wis. Stats. Under these provisions, additional health insurance credits are granted to eligible employees in order to pay post-retirement health insurance premiums.

1.00 Coverage

1.01 Classified Employees

The provisions of this Section (Section H) apply to all permanent or project employees in the classified service who are not covered by a collective bargaining agreement.

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1.02 Unclassified Employees

The provisions of this Section (Section H) apply to the following unclassified employees:

- (1) Constitutional officers and other state officials in positions identified in s. 20.923(2), Stats, including the following:
 - (a) Justices of the supreme court, court of appeals judges, and circuit court judges;
 - (b) State senators and representatives to the assembly;
 - (c) The governor, lieutenant governor, secretary of state, state treasurer and attorney general;
 - (d) The state superintendent of public instruction;
 - (e) District attorneys.
- (2) "ESG" employees in positions identified under ss. 20.923(4), (8), (9), and (12), Stats., in the executive or legislative branches;
- (3) All other unclassified employees in the executive branch except for employees whose pay is specifically excluded from governance by the pay provisions of this plan under s. 230.12(1)(a)1.b., Wis. Stats., or employees who would be limited term employees (LTEs) if their employment were in the classified service.

2.00 Effective Dates

2.01 Classified Employees

For all classified employees, the provisions of this Section (Section H) took effect on January 21, 1996.

2.02 Unclassified Employees

- (1) For unclassified employees, other than those specified in (2) below, the provisions of this Section (Section H) took effect on January 21, 1996.
- (2) For constitutional officers, other state officials, and unclassified employees serving fixed-term appointments, the provisions of this section took effect as specified under (a) through (f), below:
 - (a) For justices and judges: when any justice or judge took the oath of office, on or after January 21, 1996. (The Honorable Patrick C.

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Haughney was sworn in as a circuit court judge on April 29, 1996. These provisions, therefore, took effect for all judges and justices as of that date.)

- (b) For Legislative members: January 6, 1997.
- (c) For the governor, lieutenant governor, secretary of state, state treasurer and attorney general: January 4, 1999.
- (d) For the state superintendent of public instruction: July 1, 1997.
- (e) For district attorneys: January 6, 1997.
- (f) For unclassified employees appointed to fixed-term positions: upon appointment or reappointment, on or after January 21, 1996.

NOTE: Under Art. IV, Sec. 26, sub. (2), Wis. Const., the compensation of a public officer "may not be increased or diminished during the term of office," except as provided under that section. Art. IV, Sec. 26, par. (2)(b), Wis. Const., further provides that, "Any increase in the compensation of members of the legislature shall take effect, for all senators and representatives to the assembly, after the next general election beginning with the new assembly term." The supplemental health insurance premium credits provided in this section constitute an increase in compensation for the affected employees. Such employees, therefore, first become eligible for the supplemental credits on the dates specified in 2.02(2) of this Section (Section H). For such employees, the provisions of this Section (Section H), therefore, took effect as specified in 2.02(2) of this Section (Section H).

NOTE: Under s. 978.12(1)(a)2., Wis. Stats., "If an individual is appointed to fill a vacancy in the office of the district attorney, the appointee shall be compensated for the residue of the unexpired term at the same rate that applied to the individual who vacates the office filled by the appointee on the date the vacancy occurs." The supplemental health insurance premium credits provided in this section constitute an increase in compensation for the affected employees. For such employees, the provisions of this Section (Section H), therefore, took effect as specified in 2.02(2) of this Section (Section H).

3.00 Eligibility

The following supplemental health insurance conversion credits are provided for covered employees who retire from the service under the following conditions:

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- (1) The credits shall be based upon an employee's full number of years of adjusted continuous service on the date of retirement.
- (2) The credits shall be calculated based on the employee's sick leave balance on the date of retirement.

4.00 Amount

4.01 General and Executive

For employees who retire with at least fifteen (15) full years of adjusted continuous service, the employer shall match each one (1) hour of accumulated sick leave up to a maximum of fifty-two (52) hours per year multiplied by the number of years of service through twenty-four (24) years. For years of adjusted continuous service over twenty-four (24) years, the employer shall match each one (1) hour of accumulated sick leave credit up to a maximum of one hundred and four (104) hours per year multiplied by the number of years of continuous service over twenty four (24) years.

4.02 Protective

For employees who have earned all of their adjusted continuous service while having protective occupation status and who retire with at least fifteen (15) full years of adjusted continuous service, the employer shall match each one (1) hour of accumulated sick leave up to a maximum of seventy-eight (78) hours per year multiplied by the number of years of service through twenty-four (24) years. For years of adjusted continuous service over twenty-four (24) years, the employer shall match each one (1) hour of accumulated sick leave credit up to a maximum of one hundred and four (104) hours per year multiplied by the number of years of continuous service over twenty-four (24) years.

4.03 Proration of General, Executive, and Protective

Employees who have earned part of their adjusted continuous service while in protective occupation status shall have their credits prorated as specified in (1) or (2) below.

- (1) If at the time of retirement, the employee has adjusted continuous service of less than twenty-five (25) years, multiply the number of years as general and/or executive by fifty-two (52) hours. Multiply the number of years as protective by seventy-eight (78) hours. Combine these totals to determine the maximum matching credits.
- (2) If at the time of retirement, the employee has adjusted continuous service of over twenty-four (24) years, determine the proration based on the first twenty-four (24) years of service and then add one hundred and four (104) hours for each year of adjusted continuous service over twenty four (24) years.

Section H – 5.00

5.00 Miscellaneous Administrative Provisions

5.01 Credits for Sick Leave Used

- (1) Employees who suffer from a personal illness or injury that requires them to use at least five hundred (500) hours of accrued sick leave during the three (3) years immediately prior to retirement shall receive five hundred (500) hours credited to this account upon retirement.
- (2) Employees shall be required to provide medical documentation of such illness or injury to the employer on forms provided by the employer at the time the leave is taken. Employees who have suffered such an illness or injury during the three (3) years immediately preceding the effective date of this benefit shall also be required to provide supporting medical documentation.

5.02 Access to Supplemental Credits

Access to these credits for payment of post retirement health insurance premiums shall occur only after all Accumulated Sick Leave Conversion Credits (ASLCC) have been exhausted.

5.03 Rehired Annuitant

In the event an employee returns to a position covered by these provisions after having retired, the credits in this account shall be held in escrow until the employee again retires. The credits will then be adjusted to reflect additional years of continuous service and sick leave accrual.

5.04 Conversion Pay Rate Option

At the employee's option, these credits shall be converted using the employee's base pay rate at the time of retirement or the average of the employee's base pay rates during the employee's three highest earnings years.

5.05 Conversion Pay Rate for Employees Receiving Educational Credit Add-Ons

The educational credit add-on set forth in Section A., 4.14 of this Plan will be considered a part of an employee's basic pay rate for purposes of the supplemental health insurance conversion credits provided under this Section (Section H). This treatment of the educational credit add-on applies to participants in the Wisconsin Retirement System who apply for the conversion of unused sick leave credits on or after July 4, 1999.

Section H – 6.00**6.00 Conversion Chart - For informational purposes, a chart portraying this benefit is provided.**

Full Years of Adjusted Continuous Service	Maximum Matching Credits - General and/or Executive	Maximum Matching Credits - Protective
15	780	1170
16	832	1248
17	884	1326
18	936	1404
19	988	1482
20	1040	1560
21	1092	1638
22	1144	1716
23	1196	1794
24	1248	1872
25	1352	1976
26	1456	2080
For each additional year:	Add 104 hours	Add 104 hours

SECTION I – PAY ADMINISTRATION FOR BROADBAND PAY SCHEDULES

1.00 Coverage

2.00 Increase Limitations

2.01 Individual Increase Limitations

2.02 Retroactive Increases or Decreases

3.00 Definitions

4.00 Transaction Pay Adjustments

4.01 Multiple Pay Adjustments on Same Date (Order of Application)

4.02 Pay on Completion of All Pay Transactions

4.03 Pay on Completion of the First Six Months of Probation or Career Executive Trial Period

4.04 Pay on Appointment

4.05 Pay on Involuntary Transfer

4.06 Pay on Demotion or Career Executive Movement to a Lower Pay Range

4.07 Pay on Reinstatement

4.08 Pay on Restoration

4.09 Pay on Regrade for Reallocation or Reclassification to a Classification in a Higher Pay Range

4.10 Pay on Regrade for Reallocation or Reclassification to a Classification in the Same or Counterpart Pay Range

4.11 Pay on Regrade for Reallocation or Reclassification to a Classification in a Lower Pay Range

4.12 Pay on Accretion

4.13 Raised Minimum Rate

4.14 Trainee Minimum Rate

1.00 Coverage

The provisions of this Section (Section I) apply to classified permanent and project employees in positions allocated to classifications assigned to the broadband pay schedules. In addition, certain unclassified attorney positions, those included in Section C of this Plan, are covered by 4.04 of this Section (Section I). These provisions supersede those of ch. ER 29 and ER 30, Wis. Adm. Code.

2.00 Increase Limitations

2.01 Individual Increase Limitations

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Except where specified, the individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to provisions of this Section (Section I).

2.02 Retroactive Increases or Decreases

Except for action in accordance with ss. 230.43(4), 230.44(4)(c), and 230.45, Wis. Stats., or to correct an error, no pay increases or decreases associated with provisions of this Section (Section I) shall be retroactive.

3.00 Definitions

The definitions set forth in ss. ER 1.02 and ER-MRS 1.02, Wis. Adm. Code, will be used for purposes of this Section (Section I) with the following additions:

- (1) **“Appointment Maximum”** means the maximum base rate an employee may be granted when appointed to a position assigned to that “appointment maximum,” except as otherwise provided under 4.04 (Pay on Appointment), 4.07 (Pay on Reinstatement) and 4.08 (Pay on Restoration) of this Section (Section I). The “appointment maximum” is not the maximum of the pay range. See also “Temporary Appointment Maximum.”
- (2) **“Effective receipt”** means the date a recommendation is received by the office within the agency that has been delegated, in writing, effective receipt authority by the appointing authority.
- (3) **“Present rate of pay”** means the base pay rate currently authorized for the position that determines the type of personnel transaction that will occur, unless otherwise specified.
- (4) **“Red circled pay rate”** means a base pay rate received by an employee that is above the pay range maximum for the classification of the employee’s position. Employees whose pay has been red circled shall continue to receive their present rate of pay until the pay range maximum for the class exceeds their present red circled pay rate, and shall not receive any base pay adjustments unless authorized by this Plan. However, employees whose pay has been red circled as a result of a layoff, and whose restoration rights have been forfeited as a result of a failure to accept a reasonable offer of appointment or reappointment pursuant to ch. ER-MRS 22, Wis. Adm. Code, shall have their base pay reduced to the maximum of the applicable pay range.
- (5) **“Temporary Appointment Maximum”** means an appointment maximum that is established temporarily for a specific position due to special market needs. Except as otherwise provided in 4.04 (Pay on Appointment), 4.05 (Pay on Reinstatement), or 4.08 (Pay on Restoration), below, the “temporary appointment maximum” is the maximum base rate an employee (new or current) may be granted when appointed

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to the specific position for which the “temporary appointment maximum” is approved. Once the position for which the “temporary appointment maximum” has been approved is filled, the “temporary appointment maximum” expires.

A “temporary appointment maximum” will be established only under exceptional circumstances and must be pre-approved by DER. See also “Appointment Maximum.”

- (6) **“Within-Range Pay Step (WRPS)”** means an amount equal to three percent (3.0%) of the minimum of the applicable pay schedule.

4.00 Transaction Pay Adjustments

4.01 Multiple Pay Adjustments on Same Date (Order of Application)

Multiple pay adjustments that are effective on the same date will be applied in the following order:

- (1) Completion of the first 6 months of a probationary period, career executive trial period or project appointment.
- (2) Regrade of an employee as a result of a reallocation decision.
- (3) Regrade of an employee as a result of a reclassification decision.
- (4) Progression Adjustment provided under Section A, 2.05 of this Plan.
- (5) Promotion.
- (6) Career executive voluntary movement to a higher class.
- (7) Demotion.
- (8) Career executive reassignment or voluntary movement to a lower class.
- (9) Transfer.
- (10) Career executive reassignment or voluntary movement to a position allocated to a classification in the same pay range.
- (11) Reinstatement.
- (12) Restoration.

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- (13) Compensation Plan adjustments pursuant to s. 230.12(3), Wis. Stats., including but not limited to within range pay adjustments other than those made under (1) through (12), (15), and (16) of 4.01 of this Section (Section I).
- (14) Compensation Plan schedule adjustments under s. 230.12, Wis. Stats.
- (15) Establishment of a raised minimum rate. Discretionary Compensation Adjustment (DCA) or Discretionary Compensation Performance Recognition Adjustment (DCPRA).
- (16) Original appointment.

4.02 Pay on Completion of All Pay Transactions

Upon completion of any personnel transaction:

- (1) Except for (2) below, employees will receive a base pay rate not less than the minimum rate for the classification regardless of whether the employee is serving a probationary or career executive trial period.
- (2) Employees will receive not less than the minimum rate for the training program if the employee is serving a probationary period in a trainee classification.
- (3) Unless otherwise stated in this Section (Section I), the base pay rate will be subject to the applicable pay range maximum.

4.03 Pay on Completion of the First Six Months of Probation, Project Appointment, or Career Executive Trial Period

No six-month probationary increases will be granted to employees upon completion of the first six months of any probationary period, project appointment, or career executive trial period.

4.04 Pay on Appointment

- (1) Pay on Appointment provisions apply to the following transactions:
 - (a) Original Appointment;
 - (b) Promotion;
 - (c) Voluntary Transfer;
 - (d) Career Executive reassignment to the same pay range;
 - (e) Career Executive voluntary movement to the same or higher pay range;

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- (f) Project Appointments.
- (g) Appointment of employees to unclassified attorney positions covered by Section C of this Plan

- (2) Pay on Original Appointment, Project Appointment, and Appointment of Employees to Unclassified Attorney Positions Covered by Section C of this Plan.

An employee's base pay may be set at any rate that is not less than the minimum of the applicable pay range and not greater than the applicable appointment maximum.

- (3) Pay on Appointment for all of the transactions listed in (1) above, other than Original Appointment, Project Appointment, and Appointment of Employees to Unclassified Attorney Positions Covered by Section C of this Plan.

- (a) Except as provided in (b) and (c) below, an employee's base pay may be set in accordance with either of the following:

- 1. The minimum of the pay range through its applicable appointment maximum; or
- 2. The minimum of the pay range through a rate equal to the employee's current base pay rate plus 4 WRPS, subject to the pay range maximum.

- (b) For promotions an employee's base pay may be set in accordance with (a) above, except the employee's present rate of pay will be increased by an amount not less than 8.0% of the pay range minimum, subject to the applicable appointment maximum.

- 1. For promotion of an employee currently serving a promotional probation, the present rate of pay will be calculated as if the employee were restored to the position in the highest class in which permanent status in class was held at the time the employee started that promotional probation.
- 2. For promotion of a former employee in layoff status or a current employee in layoff status who is serving a probationary period, the present rate of pay will be calculated as if the employee were restored to the position from which the layoff occurred.
- 3. For promotion of a current employee in layoff status who is not serving a probationary period, the present rate of pay will be the greater of the current rate of pay or the rate calculated as if the employee were restored to the position from which the layoff occurred.
- 4. For promotion of an employee on an approved leave of absence, the present rate of pay will be calculated as if the employee were restored to

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the position in the highest class in which permanent status in class was held at the time the employee began the leave of absence. For project appointments, an employee's base pay may be set as follows:

1. In accordance with (a) above;
2. Subject to the maximum of the new pay range, project appointees who have previously served as permanent classified employees and who could have been appointed to a permanent position without an interruption of continuous service under s. ER 18.02(2), Wis. Adm. Code, may be appointed to a project position assigned to a higher classification than their previous permanent classified position and may be paid at up to their previous rate of pay if higher than the pay range minimum of the classification for the project appointment.
3. Project appointees who have previously served as permanent classified employees and who could have been appointed to a permanent position without an interruption of continuous service under s. ER 18.02(2), Wis. Adm. Code, may be appointed to a project position assigned to the same, a counterpart, or a lower classification than their previous permanent classified position and may be paid at a rate of pay determined in accordance with the provisions regarding pay on reinstatement as contained in 4.07 of this Section (Section I) or the applicable collective bargaining agreement.
4. Subject to the maximum of the new pay range, project appointees appointed directly from a permanent unclassified position without an interruption in employment status may be paid at up to their previous rate of pay if higher than the pay range minimum of the classification for the project position.

<p>NOTE: Refer to Chapter ER 34, Wis. Adm. Code for additional employment information regarding Project Employees.</p>

5. On subsequent project appointment to a different position, the pay rate attained as a result of a project appointment shall not serve as the basis for the establishment of subsequent pay rates on appointment to any other position.

4.05 Pay on Involuntary Transfer

The appointing authority may use the pay on appointment flexibility of 4.04(3) of this Section (Section I), except an employee who is involuntarily transferred for reasons other than discipline shall be paid at least their present rate of pay. If the present rate of pay exceeds the new pay range maximum, it shall be red circled.

4.06 Pay on Demotion or Career Executive Movement to a Lower Pay Range

- (1) Except as specified in (2) through (4) below, a demoting or demoted employee, or a career executive employee voluntarily moved to a lower pay range, may receive any base pay rate which is not greater than the present rate of pay, subject to the new pay range maximum.
- (2) An employee who voluntarily demotes within an agency after being notified in writing by the appointing authority that the employee's position may be affected by impending layoffs, may be allowed to retain his or her present rate of pay and that rate may be red circled if it is above the maximum for the new classification, subject to the following:
 - (a) For movement between broadband pay ranges, the demotion is no more than one pay range;
 - (b) For movement between non-broadband pay ranges, the demotion is no more than three pay ranges; or
 - (c) For all other movements, the new pay range minimum is be at least 75.0% of the pay range minimum from which the demotion occurs.
- (3) An employee exercises a mandatory right of demotion as a result of layoff to the highest level vacancy available for which the employee is qualified within the agency from which the layoff occurred or an employee who exercises displacement rights and demotes pursuant to s. ER-MRS 22.08(3), Wis. Adm. Code, shall retain his or her present rate of pay. If the present rate of pay is above the maximum for the new classification, it shall be red circled.
- (4) If an employee demotes within an agency as a result of layoff and the demotion is a permissive appointment to the highest level vacancy available for which the employee is qualified within the agency, the employee's base pay rate shall be determined in accordance with (1) above, except that if the present rate of pay is above the new pay range maximum, the employee may be paid at any rate not exceeding the last base pay rate received in the position from which layoff occurred.
- (5) If a career executive is reassigned to a position allocated to a classification in a lower pay range, the employee shall retain his or her present rate of pay. If the present rate of pay is above the new pay range maximum, the employee's pay shall be red circled.

4.07 Pay on Reinstatement

Pay on reinstatement will be set as follows:

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- (1) An employee who has not held permanent status in class within the last 3 years is reinstated based on reinstatement eligibility earned prior to July 5, 1998, shall have his or her pay determined in accordance with the pay on original appointment provisions of 4.04 of this Section (Section I).
- (2) An employee who has not held permanent status in class within the last 5 years is reinstated based on reinstatement eligibility earned on or after July 5, 1998, shall have his or her pay determined in accordance with the pay on original appointment provisions of 4.04 of this Section (Section I).
- (3) Except as otherwise provided in 4.07 of this Section (Section I), an employee may be granted a base pay rate which is not greater than the last rate received plus intervening adjustments pursuant to s. 230.12, Wis. Stats., or the applicable collective bargaining agreement, subject to the pay range maximum. When intervening adjustments are discretionary, the amount shall be limited to the amount that would have been generated by the employee. The intervening adjustments applied shall be those of the appropriate pay schedule and classification from which reinstatement eligibility is derived, subject to the applicable pay range maximum.

NOTE: DCAs and DCPRAs provided for in Section J of this Plan may **not** be included when determining pay on reinstatement, **except** that DCPRAs may be included when returning from a leave of absence granted for serving in an unclassified position.

- (a) “Last rate received” for an employee who is reinstated based on reinstatement eligibility earned **prior** to July 5, 1998, means the highest base pay rate received in any position in which the employee had previously held permanent status in class within the last 3 years.
 - (b) “Last rate received” for an employee who is reinstated based on reinstatement eligibility earned on or **after** July 5, 1998, means the highest base pay rate received in any position in which the employee had previously held permanent status in class within the last 5 years.
- (4) If the appointment maximum corresponding to the position to which the employee is reinstating is greater than the last rate received plus intervening adjustments, as determined under (3) above, the appointing authority may set the employee’s base pay at a rate not to exceed the appointment maximum.
 - (5) If the employee is reinstated following layoff, the base pay rate shall be calculated in accordance with (3) or (4) above. However, if the employee is reinstated to the highest level vacancy available for which the employee is qualified within the agency from which layoff occurred, and if the last rate received in the position from which layoff occurred exceeds the new pay range maximum, the employee may be paid any base pay rate that does not exceed that last rate received.

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- (6) If the employee is reinstated and the employee's present rate of pay is red circled in the highest position currently held, the base pay rate shall be calculated in accordance with (3) or (4) above. However, if the employee's red circled pay rate exceeds the new pay range maximum, the employee may be paid any base pay rate which does not exceed the red circled pay rate. The DER Secretary may waive the limit on intervening discretionary **Compensation Plan** adjustments provided in (3) above, upon reinstatement of an employee following employment in the unclassified service if the work in the unclassified service was closely related to and at a higher level than the work of the position to which reinstated. Upon approval by the DER Secretary, intervening Compensation Plan adjustments shall not be limited by the amount that would have been generated, but shall be subject to the limits specified in the applicable Compensation Plan and s. 230.12, Wis. Stats.

4.08 Pay on Restoration

Pay on restoration will be set as follows:

- (1) Except as otherwise provided in 4.08 of this Section (Section I), an employee shall be granted a base pay rate which is not greater than the last rate received plus intervening adjustments pursuant to s. 230.12, Wis. Stats., or the applicable collective bargaining agreement. When intervening adjustments are discretionary, the amount shall be limited to the amount that would have been generated by the employee. The intervening adjustments applied shall be those of the appropriate pay schedule and classification from which restoration eligibility is derived. "Last rate received" means the last base pay rate received in the position from which restoration rights are derived. If the employee's base pay on restoration is greater than the new pay range maximum, it shall be red circled.

NOTE: DCAs and DCPRAs provided for in Section J of this Plan may **not** be included when determining pay on restoration, **except** that DCPRAs may be included when returning from a leave of absence granted for serving in an unclassified position.

- (2) If the appointment maximum corresponding to the position to which the employee is restoring is greater than the last rate received plus intervening adjustments, as determined under (1) above, the appointing authority may set the employee's base pay at a rate not to exceed the appointment maximum.
- (3) If an employee is restored following a layoff to a vacancy at a lower level than the highest level vacancy for which the employee is qualified in the employing unit, the employee's rate of pay shall be calculated in accordance with (1) or (2) above, subject to the maximum of the pay range to which the classification is assigned.

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- (4) If an employee is restored in accordance with an order of the personnel commission or a court action, the employee's rate of pay shall be as ordered by the commission or court.

4.09 Pay on Regrade for Reallocation or Reclassification to a Classification in a Higher Pay Range

- (1) Except as modified in (2) and (3) below, pay on regrade for reallocation or reclassification to a classification in a higher pay range will be the greater of the following, subject to the new pay range maximum:
 - (a) An employee's present rate of pay increased by 8.0% of the minimum of the applicable pay range; or
 - (b) The applicable pay range minimum.
- (2) Regraded employees, except trainees, who have reinstatement eligibility or restoration rights to a higher pay range from which regraded shall receive the greater of the following:
 - (a) The pay rate calculated as if they had been reinstated or restored to the pay range from which reinstatement eligibility or restoration rights are derived; or
 - (b) The present rate of pay.
- (3) If a trainee, a regraded employee shall retain the same pay relationship within the training program, based on qualifications and specific segments of the training program that have been waived or completed.

4.10 Pay on Regrade for Reallocation or Reclassification to a Classification in the Same or Counterpart Pay Range

- (1) Except as modified in (2) and (3) below, regraded employees whose positions are reallocated or reclassified to a classification assigned to the same or counterpart pay range shall receive no pay adjustment.
- (2) Regraded employees, except trainees, whose positions are reallocated or reclassified to a higher classification series level within the same pay range will receive an increase in the amount of 8.0% of the pay range minimum, subject to the applicable appointment maximum. **This applies only if an employee has not held, within five years of the reclassification or reallocation effective date, permanent status in class at the same level of the reclassification or reallocation.**

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- (3) If a trainee, a regraded employee shall retain the same pay relationship within the training program based on qualifications and specific segments of the training program that have been waived or completed.

4.11 Pay on Regrade for Reallocation or Reclassification to a Classification in a Lower Pay Range

- (1) Regraded employees who have permanent status in class in the new classification shall continue to be compensated at their present rate of pay. If the present rate of pay exceeds the new pay range maximum, it shall be red circled.
- (2) Regraded employees who are serving an original probation shall continue to be compensated at their present rate of pay, subject to the new pay range maximum.
- (3) If an employee has previously attained permanent status in class but is serving a probationary period for a promotion or transfer within the agency, upon the request of the employee, the appointing authority shall restore the employee to his or her former position, or a similar position assigned to a class in the same or a counterpart pay range.

4.12 Pay on Accretion

Under s. 230.15(1), Wis. Stats, when the state becomes responsible for a function previously administered by another government agency or a quasi-public or private enterprise or when positions in the unclassified service, excluding employees in the legislature, are determined to be more appropriately included in the classified service, the DER Secretary shall determine the appropriate pay, subject to the maximum of the pay range to which the class is assigned. The appointing authority may determine the appropriate pay without DER Secretary approval if the pay rate does not exceed the appointment maximum of the applicable pay range.

4.13 Raised Minimum Rate

Raised minimum rates for classified employees covered by this Section (Section I) will be determined in accordance with Section E, 1.02, of this Plan.

4.14 Trainee Minimum Rate

Trainee minimum rates for classified employees covered by this Section (Section I) will be determined in accordance with Section E, 1.04, of this Plan.

**SECTION J - PROVISIONS FOR ADMINISTERING THE DISCRETIONARY
COMPENSATION ADJUSTMENT (DCA) AND DISCRETIONARY
COMPENSATION PERFORMANCE RECOGNITION ADJUSTMENT
(DCPRA)**

1.00 Coverage

2.00 Discretionary Compensation Adjustment (DCA)

3.00 Discretionary Compensation Performance Recognition Adjustment (DCPRA)

4.00 Discretionary Compensation Performance Recognition Payment (DCPRP)

1.00 Coverage

The provisions of this Section (Section J) apply to permanent and project employees in positions allocated to classifications assigned to broadband pay schedules and unclassified employees not serving a fixed term (Section B, 3.05 and Section C of this Plan).

2.00 Discretionary Compensation Adjustment (DCA)

- (1) Concept. The Discretionary Compensation Adjustment (DCA) provisions allow the appointing authority the discretion to provide employees economic recognition for significant and permanent changes in job duties, increased competencies, or to address pay equity or retention needs.
- (2) Effective Date. DCAs may be granted at any time during the fiscal year. The effective date of an adjustment will be the beginning of the first pay period following effective receipt (as defined in Section I, 3.00 of this Plan) of the DCA recommendation. No DCA may be retroactive. If multiple pay adjustments have the same effective date, DCAs will be applied to an employee's base pay according to Section I, 4.01 of this Plan.
- (3) Initial Applicability. Agencies must develop administrative procedures that will be used to grant DCAs prior to awarding DCAs. The administrative procedures must be developed in accordance with the guidelines issued by the DER Secretary and will be applied in a uniform manner throughout the agency or employing unit.
- (4) Reporting Requirements. Agencies shall provide reports to DER at least annually (or more frequently as required). These reports will include the name and classification of the recipient and the reason for granting the adjustment. Copies of the supervisory or management letter of justification supporting each adjustment will be retained on

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file at the awarding agency. Additional information may be required at the discretion of the DER Secretary.

- (5) **Eligibility.** All employees in pay status in positions allocated to classifications assigned to broadband pay schedules, and employees in unclassified positions covered by Section C of this Plan, are eligible to be considered for a DCA.
- (6) **Individual Increase Limits.** The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to 2.00 of this Section (Section J).
- (7) **Funding.** The DCA is not considered a “salary adjustment” for which supplemental allotments may be provided under s. 20.865, Wis. Stats.
- (8) **Reinstatement and Restoration.** DCAs may not be included when calculating pay on reinstatement or restoration.
- (9) **Amount.**
 - (a) Except as provided in (c), below, the DCA may be granted in any amount up to **4** within range pay steps (WRPS), subject to the maximum of the pay range. The DCA may be granted as a base pay adjustment or in a lump sum payment. For the purpose of applying the **4** WRPS limitation, the payment shall be converted to a base pay equivalent by dividing the lump sum by 2088.
 - (b) An employee may receive more than one DCA during the fiscal year, however, the total amount granted in the form of base-building and/or lump sum DCAs in the fiscal year may not exceed an amount equal to **4** WRPS, except as provided in (c) below. The DCA **4** WRPS limit, per fiscal year, per employee, includes DCAs granted by a single agency or by multiple agencies.
 - (c) Under exceptional circumstances, an appointing authority may submit a request to the DER Secretary to exceed the **4** WRPS limit specified in (a) and (b) above. This request must be accompanied by a comprehensive justification. If approved by the DER Secretary, the request will be forwarded to the Secretary of the Department of Administration (DOA) for final approval. Approval of **both** the DER and DOA Secretaries must be obtained prior to awarding any DCAs that exceed the **4** WRPS limit.

3.00 Discretionary Compensation Performance Recognition Adjustment (DCPRA)

- (1) **Concept.** The Discretionary Compensation Performance Recognition Adjustment (DCPRA) provisions allow the appointing authority discretion to provide employees economic recognition for meritorious performance.

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- (2) **Effective Date.** At the discretion of the appointing authority, DCPRAs may be granted at any time during the fiscal year to an eligible employee. The effective date of the adjustment will be the beginning of the pay period following effective receipt of the DCPRA recommendation. No DCPRA will be retroactive. In the event of multiple pay adjustments with the same effective date, DCPRAs will be applied to an employee's base pay in accordance with Section I, 4.01 of this Plan.
- (3) **Initial Applicability.** Agencies must develop administrative procedures that will be used to grant DCPRAs prior to awarding any DCPRAs. The administrative procedures must be developed in accordance with the guidelines issued by the DER Secretary and will be applied in a uniform manner throughout the agency or employing unit.
- (4) **Reporting Requirements.** Agencies shall provide reports to DER at least annually (or more frequently as required). These reports will include the name and classification of the recipient and the reason for granting the adjustment. Copies of the supervisory or management letter of justification supporting each adjustment will be retained on file at the awarding agency. Additional information may be required at the discretion of the DER Secretary.
- (5) **Eligibility.** All employees who are in pay status in positions allocated to classifications assigned to broadband pay schedules and unclassified employees not serving a fixed term (Section B, 3.05 and Section C of this Plan) are eligible to be considered for a base-building DCPRA **except** the following:
 - (a) Employees who were ineligible for a General Wage Adjustment (GWA) in the same fiscal year because their job performance was rated below satisfactory.
 - (b) Supervisors who were ineligible for a GWA in the same fiscal year because they did not complete formal performance evaluations on all subordinate employees for whom performance evaluations are required.
 - (c) Any employee serving the first six months of a probationary period for an original appointment (or comparable trial period for a career executive or project appointment).
 - (d) Any employee paid at or above the applicable pay range maximum.
 - (e) Trainees eligible for scheduled trainee increases.
 - (f) Crafts Worker-related employees (project crafts workers, crafts worker supervisors, shop supervisors, and the Crafts Operation Manager, UW-Milwaukee).

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- (6) Individual Increase Limit. The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to 3.00 of this Section (Section J).
- (7) Except for those positions specifically excluded by s. 20.923(15)(b), Wis. Stats., the pay of an incumbent of a position, whose salary is subject to a limitation under s. 20.923, Wis. Stats., is limited to a rate below that paid the governor (salary of the current governor).
- (8) Funding. The DCPRA is not considered a “salary adjustment” for which supplemental allotments may be provided under s. 20.865, Wis. Stats.
- (9) Reinstatement and Restoration. DCPRAs may not be included when calculating pay on reinstatement or restoration, except when returning from a leave of absence granted for serving in an unclassified position.
- (10) Amount.
 - (a) DCPRAs may be granted in any amount up to **2 WRPS**, subject to the maximum of the pay range, separate from DCA WRPS limitation described in 2.00 of this Section (Section J). The DCPRA may be granted as a base pay adjustment or as a lump sum payment, described in 4.00 of this Section (Section J).
 - (b) An employee may receive more than one DCPRA during the fiscal year, however, the total amount of base building and/or lump sum (from 4.00 below) DCPRAs may not exceed an amount equal to **2 WRPS**. The DCPRA **2** WRPS limit, per fiscal year, per employee, includes DCPRAs granted by a single agency or by multiple agencies.

4.00 Discretionary Compensation Performance Recognition Payment (DCPRP)

- (1) Concept. The Discretionary Compensation Performance Recognition Payment (DCPRP), a lump sum DCPRA, allows the appointing authority discretion to provide employees economic recognition for meritorious performance.
- (2) Effective Date. At the discretion of the appointing authority, DCPRPs may be granted at any time during the fiscal year to an eligible employee.
- (3) Initial Applicability. Agencies must develop administrative procedures that will be used to grant DCPRPs prior to awarding any DCPRPs. The administrative procedures must be developed in accordance with the guidelines issued by the DER

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Secretary and will be applied in a uniform manner throughout the agency or employing unit.

- (4) **Reporting Requirements.** Agencies shall provide reports to DER at least annually (or more frequently as required). These reports will include the name and classification of the recipients and the reason for granting the adjustment. Copies of the supervisory or management letter of justification supporting each adjustment will be retained on file at the awarding agency. Additional information may be required at the discretion of the DER Secretary.
- (5) **Eligibility.** All employees who are in pay status in positions allocated to classifications assigned to broadband pay schedules and unclassified employees not serving a fixed term (Section B, 3.05 of this Plan) are eligible to be considered for a DCPRP **except** the following:
 - (a) Employees who were ineligible for a GWA in the same fiscal year because their job performance was rated below satisfactory.
 - (b) Supervisors who were ineligible for a GWA in the same fiscal year because they did not complete formal performance evaluations on all subordinate employees for whom performance evaluations are required.
 - (c) Any employee serving the first six months of a probationary period for an original appointment (or comparable trial period for a career executive or project appointment).
 - (d) Crafts Worker-related employees (project crafts workers, crafts worker supervisors, shop supervisors, and the Crafts Operation Manager, UW-Milwaukee).
- (6) **Amount.** Each appointing authority will have the discretion to grant DCPRPs, within the allowable discretionary performance recognition authority established under (7) below, subject to the following restrictions:
 - (a) An employee may receive more than one DCPRP during the fiscal year, however, the total amount granted in the form of a base building and/or lump sum DCPRA in the fiscal year may not exceed an amount equal to **2** WRPS, described in 3.00(10) of this Section (Section J).
 - (b) For the purpose of applying the **2** WRPS limitation, the payment shall be converted to a base pay equivalent by dividing the lump sum by 2088.

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- (7) Minimum Level of Funded DCPRP Spending Authority Available.
- (a) A minimum level of funded DCPRP spending authority will be established. This funded DCPRP spending authority for a fiscal year will be established as \$100 per employee covered by these provisions on July 1, 2001, and June 30, 2002. The total funded amount available to an agency will not be less than \$1000 and not more than \$3000.
 - (b) The funded DCPRP spending authority will be established for **classified employees only**. No analogous funded DCPRP spending authority will be established for unclassified employees.
 - (c) The DOA will certify this funded DCPRP spending authority for each participating agency. Agencies may be provided with supplemental allotments under the authority of s. 20.865, Wis. Stats., for any lump sum granted under the funded DCPRP spending authority.
 - (d) The funded DCPRP spending authority established for a fiscal year will lapse at the end of that same fiscal year.

SECTION K - PARITY PROVISIONS FOR CERTAIN NONREPRESENTED EMPLOYEES AFFECTED BY 2001-2003 COLLECTIVE BARGAINING AGREEMENTS

1.00 Coverage

2.00 Parity Adjustments

2.01 Eligibility

2.02 Non-Discretionary Market Adjustments

2.03 Discretionary Market Adjustments

3.00 Parity Lump Sum Payments

3.01 Eligibility

3.02 Non-Discretionary Lump Sum Payments

1.00 Coverage

The provisions of this Section (Section K) apply to permanent or project employees in the classified service who are not covered by a collective bargaining agreement:

- (1) A **“permanent employee”** is a person who is an employee as a result of an appointment to a position in which permanent status can be attained, whether or not the employee has attained permanent status.
- (2) A **“project employee”** is a person who is an employee as a result of an appointment to a project position under conditions of employment that do not provide for attainment of permanent status.

2.00 Parity Adjustments

2.01 Eligibility

- (1) Except for employees specified in (a) through (d), below, any employee in a position allocated to a classification listed in 2.02 of this Section (Section K) who is in pay status on the effective date indicated for a parity adjustment is eligible to be considered for that particular adjustment. Except for employees specified in (a) through (d), below, any employee in a position allocated to a classification listed in 2.03 of this Section (Section K) who is in pay status on the effective date indicated for a parity adjustment is eligible to be considered for an adjustment derived from the four pools of funds generated in 2.03(4).

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- (a) Any employee that did not qualify for a FY 2002-2003 General Wage Adjustment because his or her job performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending June 29, 2002.
 - (b) Any supervisor who has not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, within the 12-month period ending June 29, 2002.
 - (c) Any employee paid at or above the pay range maximum.
 - (d) All parity adjustments granted are subject to the applicable pay range maximum.
- (2) Permanent and project employees in positions allocated to other nonrepresented classifications in the classified service if such positions provide technical supervision, spend the majority of their time in, or are primarily responsible for the duties performed by the employees receiving market adjustments under a 2001-2003 collective bargaining agreement. **Such positions will be included only upon an agency's recommendation and DER's approval.**
 - (3) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to 2.02 and 2.03 of this Section (Section K).

NOTE: The Parity Adjustments provided under this Section (Section K) may be considered when determining pay on reinstatement or restoration in accordance with the applicable provisions relating to pay on reinstatement or restoration under Section I, 4.07 and 4.08 of this Plan.

NOTE: The Parity Adjustments provided under 2.02 and 2.03 of this Section (Section K) will be applied in the order set forth below, and after adjustments listed in Section I, 4.01 of this plan, except original appointment.

2.02 Non-Discretionary Market Adjustments

- (1) Effective Date. The non-discretionary market adjustments will be effective on May 18, 2003.
- (2) Amount. An eligible employee will receive the amount designated in (4), below (based on full years of seniority as indicated, when applicable).

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(3) Funding.

- (a) Each eligible employee in pay status on the effective date will generate the amount provided in (4), below.
- (b) Any funds that are not distributed on the effective date will remain unspent.
- (c) **Costs of pay adjustments will be supplemented under the authority of s. 20.865, Wis. Stats., subject to the availability of funds for this purpose as determined by the secretary of the Department of Administration.**

(4) Market Adjustments Effective May 18, 2003

(a)	Class Code	Classification	Per Hour Increase
	26040	Architect/Engineer Mgt.	*
	25700	Engineering Prog. Mgt. Consultant	*
	24840	Engineering Spec. Mgt.	*
	29940	Manufacturing Engineer Consultant	*

* Adjusted Continuous Service Year	Per Hour Increase
1995 – 1998	\$0.178
1993 – 1994	\$0.284
1991 – 1992	\$0.355
1986 – 1990	\$0.497
1985 or earlier	\$0.780

(b)	Class Code	Classification	Per Hour Increase
	00240	Accountant-Adv.-Mgt.	**
	00110	Accountant-Conf	**
	00655	Accountant (DOA GAAP) Mgt.	**
	00211	Accountant-Journey- Conf	**
	00212	Accountant-Senior-Conf	**
	00241	Accountant-Senior-Mgt.	**
	00611	Auditor (School Finance)-Conf	**
	09610	Budget & Policy Analyst Agcy	**
	09710	Budget & Policy Analyst Div	**
	09314	Exec. Policy & Budget Analy.-Adv.	**
	09311	Exec. Policy & Budget Analy.-Entry	**
	09312	Exec. Policy & Budget Analy.-Jour.	**
	09313	Exec. Policy & Budget Analy.-Sr.	**
	16820	IS Consultant-Conf	**
	13310	IS Professional-Conf	**
	16803	IS Professional-Senior-Conf	**
	16810	IS Specialist-Conf	**

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13700 Info Tech Mgmt Consultant **

** Zero through 14 years \$0.100
15 or more years \$0.300

Based on full years of seniority on December 29, 2002

(c)	Class Code	Classification	Per Hour Increase
	13070	Administrative Rules Officer	***
	08111	Admin. Support Asst. 1-Conf	***
	06610	Central Payroll Systems Coord.	***
	12340	Communications Officer	***
	05810	Corrections Admin. Spec.-Conf	***
	74310	Equal Opportunity Prog. Officer	***
	74312	Equal Opportunity Prog. Spec.	***
	74313	Equal Opportunity Prog. Spec.-Sr.	***
	74412	Exec. Equal Opportunity Spec.	***
	74413	Exec. Equal Opportunity Spec.-Sr.	***
	13566	IS Professional In- Training(B)-Conf	***
	15010	Paralegal- Conf	***
	09410	Prog. & Plan. Analyst-Adv.-Conf	***
	09440	Prog. & Plan. Analyst-Adv.-Mgt.	***
	10410	Purchasing Agent-Conf	***
	07080	Staff Support Spec.-Conf	***
	14710	Training Officer-Conf	***
	05310	University Business Spec.-Conf	***
	58410	UW Athletics Program Spec.-Conf	***
	***	Zero through 7 years	\$0.450
		8 through 15 years	\$0.700
		16 through 21 years	\$0.950
		22 or more years	\$1.200

Based on full years of seniority on December 29, 2002

(d)	Class Code	Classification	Per Hour Increase
	09770	Budget & Capital Officer	x
	09110	Budget & Policy Analyst Agcy.-Adv.	x
	09210	Budget & Policy Analyst Div.-Adv.	x
	09790	Budget & Policy Manager	x
	09220	Budget & Policy Supervisor	x
	09230	Budget & Policy Supervisor-Advanced	x
	09020	Budget & Policy Supervisor Div.-Adv.	x
	52060	Employee Assistance Officer	x
	52010	Employee Assistance Specialist	x
	11440	Employment Relations Mgr-UW System	x

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11210	Employment Relations Program Coord.	x
11410	Employment Relations Specialist	x
10990	Executive Human Resources Manager	x
10970	Executive Human Resources Officer	x
10904	Executive Human Resources Spec.-Adv.	x
10903	Executive Human Resources Spec.-Snr.	x
10890	Human Resources Manager	x
10810	Human Resources Program Officer	x
10804	Human Resources Specialist-Advanced	x
10803	Human Resources Specialist-Senior	x
11110	Institution Human Resources Dir.-Adv.	x
11211	Labor Relations Specialist	x
11213	Labor Relations Specialist-Chief	x
11212	Labor Relations Specialist-Senior	x
10310	Natural Resources Human Res. Mgr.	x
09740	Transp. Budget & Policy Analyst-Lead	x
11310	UW Human Resources Manager-Adv.	x

x	Zero through 7 years	\$0.450
	8 through 15 years	\$0.750
	16 years or more	\$1.000

Based on full years of seniority on December 29, 2002

(e)	Class Code	Classification	Per Hour Increase
	38370	Nurse Practitioner-Mgt.	\$0.435
	38760	Public Health Nursing Coord.	\$0.475
(f)	Class Code	Classification	Per Hour Increase
	65210	Police Officer-Conf	xx
	65910	State Patrol Trooper-Conf	xx

xx	Zero through 4 years	\$0.300
	5 through 9 years	\$0.350
	10 through 14 years	\$0.400
	15 through 19 years	\$0.450
	20 through 24 years	\$0.500
	25 or more years	\$0.600

Based on full years of seniority on June 30, 2002

(g)	Class Code	Classification	Per Hour Increase
	19210	Legal Support Staff-Conf	\$1.139

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(h)	Class Code	Classification	Per Hour Increase
	16410	Program Asst.-Adv-Conf	xx
	16310	Program Asst.-Conf	xx
xx	10 through 14 years		\$0.100
	15 through 19 years		\$0.200
	20 through 24 years		\$0.250
	25 through 29 years		\$0.300
	30 through 34 years		\$0.350
	35 through 39 years		\$0.400
	40 through 44 years		\$0.450
	45 or more years		\$0.500

Based on full years of seniority on April 6, 2003

2.03 Discretionary Market Adjustments

- (1) Effective Date. The discretionary market adjustments will be effective on May 18, 2003.
- (2) Amount. Appointing authorities may grant discretionary market adjustments to eligible employees affected by pay compression or inequities resulting from the negotiated adjustments provided to represented subordinate or counterpart employees covered by the 2001-2003 collective bargaining agreements. **Criteria for distribution of the discretionary market adjustments will be applied in a uniform manner throughout the agency or employing unit.**
- (3) Funding.
 - (a) Subject to (b) through (e), below, on the effective date designated in (4), below, agencies will generate the amount indicated for each employee in positions allocated to the classifications listed. A single fund will be created separately for each of the four groupings, (4)(a) through (4)(d), below, for distribution as discretionary market adjustments within each specific grouping only.
 - (b) **Funds generated have no bearing on the rights of individual employees to these funds.**
 - (c) Any funds that are not distributed on the effective date will remain unspent.
 - (d) **Costs of pay adjustments will be supplemented under the authority of s. 20.865, Wis. Stats., subject to the availability of funds for this purpose as determined by the secretary of the Department of Administration.**

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- (e) Funds generated for distribution in (4), below, may not be combined with the discretionary parity funds provided for distribution in any other section of this Plan.

(4) Generation

(a) Discretionary Pay Effective May 18, 2003

1)	Class Code	Classification	Per Hour Generation
	65140	Administrative Warden	\$0.450
	00430	Agriculture Auditor Supv.	\$0.300
	28320	Agriculture Engineer Supv.	\$0.800
	28380	Agriculture Engineer Prog. Mgr.	\$0.800
	80220	Aircraft Pilot Supv.	\$0.150
	57320	Archeological Supv.	\$0.360
	26020	Architect/Engineer Supv.	\$0.800
	57120	Archival Supv.	\$0.360
	49840	Area Administrator	\$1.200
	49860	Area Administrator Milw. Metro	\$1.200
	51560	Asst Corrections Unit Supv.	\$0.450
	63560	Asst Dir Veterans Museums	\$0.360
	30110	Attorney-Conf.	\$0.850
	30130	Attorney-Conf./Supv.	\$0.850
	30140	Attorney-Mgmt.	\$0.850
	30120	Attorney-Supv.	\$0.850
	76120	Building & Grounds Superintendent	\$1.850
	76020	Building & Grounds Supv.	\$1.450
	06630	Chief of Central Payroll	\$1.200
	24140	Chief, Integrated Svcs. Section	\$0.800
	70140	Chief, Regulations & Safety Section	\$1.500
	26520	Civil Engineer-Transportation Supv.	\$0.800
	06820	Comm. & Agricultural Svcs. Supv.	\$1.200
	81320	Communications Tech. Supv.	\$1.500
	26330	Construction Coordinator Supv.	\$0.800
	74150	Consumer Act Director	\$0.300
	04220	Contracts Supv.	\$1.200
	51880	Corrections Field Supv.	\$1.200
	49470	Corrections Svcs. Supv.	\$2.150
	63220	Curatorial Supv.	\$0.360
	76320	Custodial Svcs. Prog. Supv.	\$0.950
	76220	Custodial Svcs. Supv.	\$0.750
	32340	Dentist Mgt.	\$2.500
	32380	Dentist Supv.	\$2.500
	26530	DOT Engineering Chief	\$0.800

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24040	DOT Technical Svcs. Chief	\$0.800
49520	Economic Support Supv.	\$1.200
59160	Education Dir.	\$0.360
74220	Emergency Mgt. Prog. Supv.	\$1.200
07200	Employment Coordinator Supv.	\$1.200
24880	Engineering Spec. Supv.	\$0.800
25920	Engineering Spec-Transp. Supv.	\$0.800
05520	Facilities Management Officer	\$1.200
26080	Entrprs Achitect/Engineer Supv.	\$0.800
27030	Environmental Engineer Supv.	\$0.800
02120	Financial Examiner Supv.	\$0.300
00530	Financial Mgt. Supv.	\$0.300
00560	Financial Officer	\$0.300
00580	Financial Program Supv.	\$0.300
84220	Food Service Manager	\$0.950
84120	Food Service Supervisor	\$0.800
33220	Gaming Veterinarian Supv.	\$3.000
04280	Grants Supv.	\$1.200
63020	Historical Site Coordinator	\$0.360
07580	Human Services Supv.	\$1.200
92080	Industries Superintendent	\$1.200
92020	Industries Supv.	\$1.200
13521	Information Supervisor 1	\$0.300
13522	Information Supervisor 2	\$0.300
02340	Insurance Examiner Chief	\$1.200
02390	Insurance Financial Examiner Chief	\$0.300
02520	Insurance Program Officer	\$1.200
06930	Justice Program Chief	\$0.360
06980	Justice Program Supv.	\$1.200
06920	Justice Supv.	\$1.200
86460	Laundry Services Supv.	\$1.250
29820	Lemay Forestry Center Supt.	\$0.800
57720	Librarian Supv.	\$0.360
08840	Licensing Exam Officer	\$1.200
65340	Life Saving Station Supervisor	\$1.600
02020	Lottery Supv.	\$1.200
13530	Management Information Chief	\$0.300
29930	Manufacturing Engineer Mgt. Supv.	\$0.800
06320	Marketing Supv.	\$1.200
06600	Materials Management Dir.	\$1.200
50220	Military Funeral Hnrs. Prog. Mgr.	\$1.200
65080	NR Law Enforcement Supv.	\$0.450
56830	NR Program Mgr.	\$1.200
27780	Nuclear Engineering Spec. Supv.	\$0.800

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15020	Paralegal Supv.	\$1.200
31240	Physician Mgt.	\$2.500
31220	Physician Supv.	\$2.500
09460	Planning & Analysis Administrator	\$1.200
81580	Police Communications Supv.	\$2.800
77520	Power Plant Superintendent	\$3.450
77300	Power Plant Supv	\$2.950
74680	Presiding Board Steward Supv.	\$1.200
82620	Printing Services Prog. Supv.	\$1.200
82520	Printing Services Supv.	\$1.200
10480	Procurement Supervisor	\$1.200
09420	Prog. & Plan. Analyst-Adv. Supv.	\$1.200
01380	Property Assessment Field Supv.	\$1.200
01320	Property Assessment Supv.	\$1.200
31340	Psychiatrist Mgt.	\$3.250
31320	Psychiatrist Supv.	\$3.250
12220	Publications Supv.	\$1.200
10420	Purchasing Agent Program Supv.	\$1.200
10430	Purchasing Agent Mgt. Supv.	\$1.200
10320	Purchasing Supv.	\$1.200
74690	Racing Chief Steward	\$1.200
27680	Radiation Engineering Spec. Supv.	\$0.800
03420	Real Estate Supv.	\$1.200
67680	Revenue Agent Field Mgt. Supv.	\$1.200
67620	Revenue Agent Supv.	\$1.200
01020	Revenue Audit Supv.	\$0.300
01530	Revenue Mgt. Supv.	\$0.300
04320	Risk Management Officer	\$1.200
92300	Sales & Marketing Supv.	\$1.200
06200	School Business Director	\$1.200
65420	Security Supervisor	\$1.300
73620	Storage Tank Regulation Chief	\$0.800
66581	Supervising Officer 1	\$0.450
66582	Supervising Officer 2	\$0.500
66320	Supervising Officer-DHFS	\$0.450
53880	Supervising Youth Counselor	\$0.450
01730	Tax Conferee Management Supv.	\$0.300
58220	Teacher Supv.	\$0.360
14560	Training Coordinator	\$1.200
14540	Training Director	\$1.200
14720	Training Officer Supv.	\$1.200
14520	Training Supv.	\$1.200
08680	Trust Funds Supv.	\$1.200
48520	Unemployment Benefits Supv.	\$1.550

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05320	University Business Spec.-Supv.	\$1.200
18520	Univ. Conference Coord. Supv.	\$1.200
06520	UW Athletics Prog. Spec. Supv.	\$1.200
06580	UW Program Spec. Supv.	\$1.200
06720	Veterans Home Special Prog. Supv.	\$0.360
33640	Veterinary Meat Program Mgr.	\$5.000

2)	Class Code	Classification	Per Hour Generation
	37520	Dietetic Services Dir.	\$0.450
	38330	Director of Nursing	\$1.400
	38250	Health Svcs. Nursing Coord.	\$0.450
	38430	Nursing Administrator	\$1.400
	38320	Nursing Supervisor	\$1.400
	40620	Public Health Education Supv.	\$0.450
	40530	Publ. Health Nutrition Sec. Chf.	\$0.450
	39780	Therapist Program Supv.	\$0.450
	39720	Therapist Supv.	\$0.450

3)	Class Code	Classification	Per Hour Generation
	65240	Police Captain	\$0.600
	65222	Police Lieutenant	\$0.600
	65221	Police Sergeant	\$0.600
	65940	State Patrol Captain	\$0.600
	65922	State Patrol Lieutenant	\$0.600
	65921	State Patrol Sergeant	\$0.600

(b) Discretionary Pay Effective May 18, 2003

Class Code	Classification	Per Hour Generation
09770	Budget & Capital Officer	\$1.000
09110	Budget & Policy Analyst Agcy.-Adv.	\$1.000
09210	Budget & Policy Analyst Div.-Adv.	\$1.000
09790	Budget & Policy Manager	\$1.500
09220	Budget & Policy Supervisor	\$1.000
09230	Budget & Policy Supervisor-Advanced	\$1.500
09020	Budget & Policy Supervisor Div.-Adv	\$1.000
52060	Employee Assistance Officer	\$1.000
52010	Employee Assistance Specialist	\$1.000
11440	Employment Relations Mgr-UW System	\$1.500
11210	Employment Relations Program Coord.	\$1.500
11410	Employment Relations Specialist	\$1.000
10990	Executive Human Resources Manager	\$1.500
10970	Executive Human Resources Officer	\$1.500
10904	Executive Human Resources Spec.-Adv	\$1.000
10903	Executive Human Resources Spec.-Snr	\$1.000
10890	Human Resources Manager	\$1.500
10810	Human Resources Program Officer	\$1.500
10804	Human Resources Specialist-Advanced	\$1.000
10803	Human Resources Specialist-Senior	\$1.000
11110	Institution Human Resources Dir.-Adv	\$1.000
11211	Labor Relations Specialist	\$1.000
11213	Labor Relations Specialist-Chief	\$1.500
11212	Labor Relations Specialist-Senior	\$1.000
10310	Natural Resources Human Res. Mgr	\$1.000
09740	Transp. Budget & Policy Analyst-Lead	\$1.000
11310	UW Human Resources Manager-Adv.	\$1.000

(c) Discretionary Pay Effective May 18, 2003

Class Code	Classification	Per Hour Generation
06260	Bookstore/Museum Gift Shop Mgr.	\$1.050
65000	Chemical Test Supv.	\$2.500
50660	Client Svc. Coordinator	\$1.400
93120	Electronics Supv.	\$0.450
48220	Employment & Training Supv.	\$2.200
53460	Experiential Recreation Coordinator	\$1.300
53480	Experiential Recreation Supv.	\$1.050
34520	Laboratory Tech. Support Supv.	\$1.100
35960	Respiratory Therapy Supv.	\$1.100

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35320	Veterinary Technician Supv.	\$1.700
49120	Vocational Rehabilitation Supv.	\$1.150

(d) Discretionary Pay Effective May 18, 2003

Class Code	Classification	Per Hour Generation
51580	Corrections Unit Supv.	\$0.450
16320	Program Asst. Supv.	\$0.500
16420	Program Asst. Supv.-Adv.	\$0.500
16330	Program Asst. Supv.-Conf	\$0.500
16430	Program Asst. Supv./Conf-Adv.	\$0.500
52210	Psychologist Chief – Doctorate	\$0.450
52240	Psychologist Supv. – Doctorate	\$0.450
51820	Social Services Supv.	\$0.450

3.00 Parity Lump Sum Payments

3.01 Eligibility.

- (1) Except for employees specified in (a) through (c), below, any employee in a position allocated to a classification listed in 3.02 of this Section (Section K) who is in pay status on May 18, 2003, is eligible for lump sum payment consideration.
 - (a) The employee did not have hours in pay status in the “qualifying position” during the applicable period.
 - (b) Any employee that did not qualify for FY 2002-2003 General Wage Adjustment because his or her job performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending June 29, 2002.
 - (c) Any supervisor who has not completed formal performance evaluations on all subordinated employees, for whom performance evaluations are required, within the 12-month period ending June 29, 2002.
- (2) Permanent and project employees in positions allocated to other nonrepresented classifications in the classified service if such positions provide technical supervision, spend the majority of their time in, or are primarily responsible for the duties performed by the employees receiving market adjustments under a 2001-2003 collective bargaining agreement. Such positions will be included only upon an agency’s recommendation and DER’s approval.

Section K – 3.01

NOTE: Any employee who is on an approved unpaid leave of absence as of May 18, 2003, and who otherwise would be eligible will also receive any applicable Parity Lump Sum Payment upon restoration, subject to the following restrictions:

1. The employee must return from the leave of absence to pay status by June 28, 2003, and the employee's restoration rights must be derived from a position covered by the provisions of this Section (Section K).
2. The employee will not receive a lump sum payment until he or she has returned to pay status.

3.02 Non-Discretionary Lump Sum Payments

- (1) Granting Date. Non-discretionary lump sum payments shall be granted as soon as administratively feasible after the date specified.
- (2) Funding.
 - (a) Each eligible employee in pay status on the effective date will generate the amount provided in (3), below.
 - (b) Any funds that are not distributed on the effective date will remain unspent.
 - (c) Costs of pay adjustments will be supplemented under the authority of s. 20.865, Wis. Stats., subject to the availability of funds for this purpose as determined by the secretary of the Department of Administration.
- (3) Lump Sum Payments
 - (a) Employees in pay status on May 18, 2003, whose positions are allocated to the classifications Special Agent in Charge or Excise Tax Agent Supervisor will receive a lump sum payment equal to \$260. The payment will be made as soon as administratively possible after May 18, 2003.
 - (b) Employees in pay status on May 18, 2003, who received a base pay rate increase under 2.02(4)(e) or 2.03(4)(a) 2), above, will receive a lump sum payment equal to the amount of the base rate received multiplied by the number of hours in pay status in those classifications for the period October 6, 2002 through May 17, 2003.
 - (c) Employees in pay status on May 18, 2003, who received a base pay rate increase under 2.02(4)(f) or 2.03(4)(a) 3), above will receive a lump sum payment equal to the amount of the base rate received multiplied by the number of hours in pay status in those classifications for the period June 30, 2002 through May 17, 2003.

Section K – 3.02

- (d) Employees in pay status on May 18, 2003, who received a base pay rate increase under 2.02(4)(a) through (d) and (g), 2.03(4)(a) 1), and 2.03(4)(b), above will receive a lump sum payment equal to the amount of the base rate received multiplied by the number of hours in pay status in those classifications for the period December 29, 2002 through May 17, 2003.
- (e) Employees in pay status on May 18, 2003, who received a base pay rate increase under 2.02(4)(h) and 2.03(4)(d), above will receive a lump sum payment equal to the amount of the base rate received multiplied by the number of hours in pay status in those classifications for the period April 6, 2003 through May 17, 2003.
- (f) Employees in pay status on May 18, 2003, who received a base pay rate increase under 2.03(4)(c), above will receive a lump sum payment equal to the amount of the base rate received multiplied by the number of hours in pay status in those classifications for the period March 9, 2003 through May 17, 2003.

<p>NOTE: These payments are not the equivalent of a retroactive adjustment. Intervening pay and benefit transactions between the specified date and May 17, 2003, will not be reconstructed.</p>
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SECTION L - PARITY PROVISIONS FOR CERTAIN “NON-ESG” ATTORNEY POSITIONS IN THE UNCLASSIFIED SERVICE AFFECTED BY 2001-2003 COLLECTIVE BARGAINING AGREEMENTS

1.00 Coverage

2.00 Parity Adjustments

2.01 Eligibility

2.02 Discretionary Market Adjustments

3.00 Parity Lump Sum Payments

2.01 Eligibility

2.02 Non-Discretionary Lump Sum Payments

1.00 Coverage

The provisions of this Section (Section L) apply to employees who are not covered by a collective bargaining agreement and who are unclassified “Non-ESG” attorneys covered under Section C of this Plan.

2.00 Parity Adjustments

2.01 Eligibility

- (1) Except for employees specified in (a) through (d), below, any employee included in 1.00 of this Section (Section L) who is in pay status on the effective date indicated for a parity adjustment is eligible to be considered for that adjustment.
 - (a) Any employee who did not qualify for a FY 2002-2003 General Wage Adjustment because his or her job performance was rated below satisfactory as a result of a formal performance evaluation conducted in the 12-month period ending June 29, 2002.
 - (b) Any supervisor who has not completed formal performance evaluations on all subordinate employees, for whom performance evaluations are required, within the 12-month period ending June 29, 2002.
 - (c) Any employee paid at or above the pay range maximum or NTE rate.
 - (d) All parity adjustments granted are subject to the applicable pay range maximum.

- (2) The individual increase limit provided in s. 230.12(5)(d), Wis. Stats., does not apply to base pay adjustments granted pursuant to 2.02 of this Section (Section L).

NOTE: The Parity Adjustments provided under 2.02 of this Section (Section L) will be applied after all pay transactions occurring on the same date, except for any Discretionary Compensation Performance Recognition Award.

2.02 Discretionary Market Adjustments

- (1) Effective Date.

The discretionary market adjustments will be effective on May 18, 2003.

- (2) Amount.

Appointing authorities may grant discretionary market adjustments to eligible employees affected by pay compression or inequities resulting from the negotiated adjustments provided to represented subordinate or counterpart employees covered by the 2001-2003 collective bargaining agreements. **Criteria for distribution of the discretionary market adjustments will be applied in a uniform manner throughout the agency or employing unit.**

- (3) Funding.

- (a) Subject to (b) through (e), below, on May 18, 2003, agencies will generate the amount indicated for each employee in positions allocated to the classifications listed in (4), below, for distribution as discretionary market adjustments.
- (b) **Funds generated have no bearing on the rights of individual employees to these funds.**
- (c) Any funds that are not distributed on the effective date will remain unspent.
- (d) **Costs of pay adjustments will be supplemented under the authority of s. 20.865, Wis. Stats., subject to the availability of funds for this purpose as determined by the secretary of the Department of Administration.**
- (e) Funds generated for distribution in (4), below, may not be combined with the discretionary parity funds provided for distribution in any other section of this Plan.

- (4) Generation.

Section L – 2.02

- (a) Each eligible employee at the Office of the State Public Defender in pay status on May 18, 2003, will generate an amount equal to \$1.000 per hour.
- (b) Each eligible employee who is a nonrepresented deputy district attorney in pay status on May 18, 2003 will generate an amount equal to \$0.850 per hour.

3.00 Parity Lump Sum Payments

3.01 Eligibility

Any employee eligible for an adjustment under 2.02 of this Section (Section L) will also be eligible for a parity lump sum payment..

NOTE: Any employee who is on an approved unpaid leave of absence as of May 18, 2003, and who otherwise would be eligible will also receive any applicable Parity Lump Sum Payment upon restoration, subject to the following restrictions:

1. The employee must return from the leave of absence to pay status by June 28, 2003, and the employee's restoration rights must be derived from a position covered by the provisions of this Section (Section L).
2. The employee will not receive a lump sum payment until he or she has returned to pay status.

3.02 Non-Discretionary Lump Sum Payments

- (1) Granting Date. Non-discretionary lump sum payments shall be granted as soon as administratively feasible after the date specified.
- (2) Funding.
 - (a) Each eligible employee in pay status on the effective date will generate the amount provided in (3), below.
 - (b) Any funds that are not distributed on the effective date will remain unspent.
 - (c) Costs of pay adjustments will be supplemented under the authority of s. 20.865, Wis. Stats., subject to the availability of funds for this purpose as determined by the secretary of the Department of Administration.
- (3) Lump Sum Payments

Employees in pay status on May 18, 2003, who received a base pay rate increase under 2.02, above, will receive a lump sum payment equal to the amount of the base rate received multiplied by the number of hours in pay status in those classifications for the period December 29, 2002 through May 17, 2003.

Section L – 3.02

NOTE: These payments are not the equivalent of a retroactive adjustment.
Intervening pay and benefit transactions between the specified date
and May 17, 2003, will not be reconstructed.

SECTION Z - NONREPRESENTED CLASSIFIED AND COVERED UNCLASSIFIED EMPLOYEE PAY SCHEDULES FOR 2001-03 BIENNIUM

INTRODUCTION

The Compensation Plan includes dollar values of the base pay rates and ranges and the within range pay steps of the separate pay schedules for nonrepresented classified employees and covered unclassified employees. The pay schedules are provided in the following order:

- Pay Schedule 1: General Nonrepresented Pay Schedule (Effective July 1, 2001 through June 29, 2002)
- Pay Schedule 1: General Nonrepresented Pay Schedule (Effective June 30, 2002 through May 17, 2003)
- Pay Schedule 1: General Nonrepresented Pay Schedule (Effective May 18, 2003 through June 28, 2003)
- Pay Schedule 50: Nonrepresented Patient Treatment-Related Broadband (Effective July 1, 2001 through June 29, 2002)
- Pay Schedule 50: Nonrepresented Patient Treatment-Related Broadband (Effective June 30, 2002 through May 17, 2003)
- Pay Schedule 50: Nonrepresented Patient Treatment-Related Broadband (Effective May 18, 2003 through June 28, 2003)
- Pay Schedule 56: Nonrepresented Law Enforcement Broadband (Effective July 1, 2001 through June 29, 2002)
- Pay Schedule 56: Nonrepresented Law Enforcement Broadband (Effective June 30, 2002 through May 17, 2003)
- Pay Schedule 56: Nonrepresented Law Enforcement Broadband (Effective May 18, 2003 through June 28, 2003)
- Pay Schedule 70: Nonrepresented Information Systems-Related Broadband (Effective July 1, 2001 through June 29, 2002)
- Pay Schedule 70: Nonrepresented Information Systems-Related Broadband (Effective June 30, 2002 through May 17, 2003)
- Pay Schedule 70: Nonrepresented Information Systems-Related Broadband (Effective May 18, 2003 through June 28, 2003)
- Pay Schedule 71: Nonrepresented Professional Legal-Related Broadband (Effective July 1, 2001 through June 29, 2002)
- Pay Schedule 71: Nonrepresented Professional Legal-Related Broadband (Effective June 30, 2002 through May 17, 2003)
- Pay Schedule 71: Nonrepresented Professional Legal-Related Broadband (Effective May 18, 2003 through June 28, 2003)

SECTION Z - Nonrepresented

- Pay Schedule 81: Nonrepresented General Broadband (Effective July 1, 2001 through June 29, 2002)
- Pay Schedule 81: Nonrepresented General Broadband (Effective June 30, 2002 through May 17, 2003)
- Pay Schedule 81: Nonrepresented General Broadband (Effective May 18, 2003 through June 28, 2003)
- Pay Schedule 90: Executive Salary Group (ESG) (Effective July 1, 2001 through June 29, 2002)
- Pay Schedule 90: Executive Salary Group (ESG) (Effective June 30, 2002 through June 28, 2003)
- Pay Schedule 95: General Senior Executive Group (GSEG) (Effective July 1, 2001 through June 29, 2002)
- Pay Schedule 95: General Senior Executive Group (GSEG) (Effective June 30, 2002 through May 17, 2003)
- Pay Schedule 95: General Senior Executive Group (GSEG) (Effective May 18, 2003 through June 28, 2003)
- All pay schedules for nonrepresented employees covered by this Plan are contained in this section except the Limited Term Employee Schedule (Schedule 18) which is contained in Section D.

Section Z – Represented Pay Schedules

Section Z – Introduction – Represented Pay Schedules

The pay schedules for represented employees, **effective May 18, 2003 through June 30, 2003 only**, are included for informational purposes only; the official pay schedules for represented employees are contained in the individual employee group contract. Pay schedules effective May 18, 2003, for specific transactions only, are also contained in the individual employee group contract (or in the appropriate DER Bulletin). The represented pay schedules, listed in order in which they are provided, are:

- Pay Schedule 02: Administrative Support Seniority-Based Grid
- Pay Schedule 03: Blue Collar & Non-Building Trades Seniority-Based Grid
- Pay Schedule 05: Security & Public Safety Seniority-Based Grid
- Pay Schedule 06: Technical Seniority-Based Grid
- Pay Schedule 07: Fiscal and Staff Services Pay-Based Grid
- Pay Schedule 08: Professional Research, Statistics and Analysis
- Pay Schedule 09: Legal-Related
- Pay Schedule 10: Patient Treatment
- Pay Schedule 11: Professional Patient Care
- Pay Schedule 12: Professional Social Services Seniority-Based Grid
- Pay Schedule 13: Professional Education
- Pay Schedule 14: State Engineering Association
- Pay Schedule 15: Professional Science
- Pay Schedule 20: Assistant District Attorney
- Pay Schedule 21: State Public Defenders
- Pay Schedule 36: Law Enforcement Transaction Grid

PAY SCHEDULE 1: GENERAL NONREPRESENTED

July 1, 2001 through June 29, 2002

<u>Pay Range</u>	<u>Official Hourly Rate</u>				<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Within Range Step</u>	<u>8% of Minimum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
1-01	7.527	9.845	0.226	0.603	1,310	1,713	15,716	20,556
1-02	7.830	10.738	0.235	0.627	1,362	1,868	16,349	22,421
1-03	8.252	11.164	0.248	0.661	1,436	1,943	17,230	23,310
1-04	8.667	12.094	0.261	0.694	1,508	2,104	18,097	25,252
1-05	9.052	12.466	0.272	0.725	1,575	2,169	18,901	26,029
1-06	9.418	12.998	0.283	0.754	1,639	2,262	19,665	27,140
1-07	9.674	14.026	0.291	0.774	1,683	2,441	20,199	29,286
1-08	10.461	15.171	0.314	0.837	1,820	2,640	21,843	31,677
1-09	11.315	16.407	0.340	0.906	1,969	2,855	23,626	34,258
1-10	12.237	17.745	0.368	0.979	2,129	3,088	25,551	37,052
1-11	13.235	19.192	0.398	1.059	2,303	3,339	27,635	40,073
1-12	14.314	21.470	0.430	1.146	2,491	3,736	29,888	44,829
1-13	15.481	23.219	0.465	1.239	2,694	4,040	32,324	48,481
1-14	16.744	25.115	0.503	1.340	2,913	4,370	34,961	52,440
1-15	18.111	28.070	0.544	1.449	3,151	4,884	37,816	58,610
1-16	19.586	31.339	0.588	1.567	3,408	5,453	40,896	65,436
1-17	21.183	33.894	0.636	1.695	3,686	5,898	44,230	70,771
1-18	22.910	36.657	0.688	1.833	3,986	6,378	47,836	76,540
1-19	24.779	39.644	0.744	1.983	4,312	6,898	51,739	82,777
1-20	26.798	42.876	0.804	2.144	4,663	7,460	55,954	89,525
1-21	28.982	46.371	0.870	2.319	5,043	8,069	60,514	96,823
1-22	31.345	50.151	0.941	2.508	5,454	8,726	65,448	104,715
1-23	33.901	54.241	1.018	2.713	5,899	9,438	70,785	113,255

*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

PAY SCHEDULE 1: GENERAL NONREPRESENTED

June 30, 2002 through May 17, 2003

<u>Pay Range</u>	<u>Official Hourly Rate</u>				<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Within Range Step</u>	<u>8% of Minimum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
1-01	7.678	10.042	0.231	0.615	1,336	1,747	16,032	20,968
1-02	7.987	10.953	0.240	0.639	1,390	1,906	16,677	22,870
1-03	8.418	11.388	0.253	0.674	1,465	1,982	17,577	23,778
1-04	8.841	12.336	0.266	0.708	1,538	2,146	18,460	25,758
1-05	9.234	12.716	0.278	0.739	1,607	2,213	19,281	26,551
1-06	9.607	13.258	0.289	0.769	1,672	2,307	20,059	27,683
1-07	9.868	14.307	0.297	0.790	1,717	2,489	20,604	29,873
1-08	10.671	15.475	0.321	0.854	1,857	2,693	22,281	32,312
1-09	11.542	16.736	0.347	0.924	2,008	2,912	24,100	34,945
1-10	12.482	18.100	0.375	0.999	2,172	3,149	26,062	37,793
1-11	13.500	19.576	0.405	1.080	2,349	3,406	28,188	40,875
1-12	14.601	21.900	0.439	1.169	2,541	3,811	30,487	45,727
1-13	15.791	23.684	0.474	1.264	2,748	4,121	32,972	49,452
1-14	17.079	25.618	0.513	1.367	2,972	4,458	35,661	53,490
1-15	18.474	28.632	0.555	1.478	3,214	4,982	38,574	59,784
1-16	19.978	31.966	0.600	1.599	3,476	5,562	41,714	66,745
1-17	21.607	34.572	0.649	1.729	3,760	6,016	45,115	72,186
1-18	23.369	37.391	0.702	1.870	4,066	6,506	48,794	78,072
1-19	25.275	40.437	0.759	2.022	4,398	7,036	52,774	84,432
1-20	27.334	43.734	0.821	2.187	4,756	7,610	57,073	91,317
1-21	29.562	47.299	0.887	2.365	5,144	8,230	61,725	98,760
1-22	31.972	51.155	0.960	2.558	5,563	8,901	66,758	106,812
1-23	34.580	55.326	1.038	2.767	6,017	9,627	72,203	115,521

*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

PAY SCHEDULE 1: GENERAL NONREPRESENTED

May 18, 2003 through June 28, 2003

<u>Pay Range</u>	<u>Official Hourly Rate</u>				<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Within Range Step</u>	<u>8% of Minimum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
1-01	7.870	10.294	0.237	0.630	1,370	1,792	16,433	21,494
1-02	8.187	11.227	0.246	0.655	1,425	1,954	17,095	23,442
1-03	8.629	11.673	0.259	0.691	1,502	2,032	18,018	24,374
1-04	9.063	12.645	0.272	0.726	1,577	2,201	18,924	26,403
1-05	9.465	13.034	0.284	0.758	1,647	2,268	19,763	27,215
1-06	9.848	13.590	0.296	0.788	1,714	2,365	20,563	28,376
1-07	10.115	14.665	0.304	0.810	1,761	2,552	21,121	30,621
1-08	10.938	15.862	0.329	0.876	1,904	2,760	22,839	33,120
1-09	11.831	17.155	0.355	0.947	2,059	2,985	24,704	35,820
1-10	12.795	18.553	0.384	1.024	2,227	3,229	26,716	38,739
1-11	13.838	20.066	0.416	1.108	2,408	3,492	28,894	41,898
1-12	14.967	22.448	0.450	1.198	2,605	3,906	31,252	46,872
1-13	16.186	24.277	0.486	1.295	2,817	4,225	33,797	50,691
1-14	17.506	26.259	0.526	1.401	3,047	4,570	36,553	54,829
1-15	18.936	29.348	0.569	1.515	3,295	5,107	39,539	61,279
1-16	20.478	32.766	0.615	1.639	3,564	5,702	42,759	68,416
1-17	22.148	35.437	0.665	1.772	3,854	6,167	46,246	73,993
1-18	23.954	38.326	0.719	1.917	4,168	6,669	50,016	80,025
1-19	25.907	41.448	0.778	2.073	4,508	7,212	54,094	86,544
1-20	28.018	44.828	0.841	2.242	4,876	7,801	58,502	93,601
1-21	30.302	48.482	0.910	2.425	5,273	8,436	63,271	101,231
1-22	32.772	52.434	0.984	2.622	5,703	9,124	68,428	109,483
1-23	35.445	56.710	1.064	2.836	6,168	9,868	74,010	118,411

*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

NONREPRESENTED BROADBAND PAY SCHEDULES

July 1, 2001 through June 29, 2002

		<u>Official Hourly Rate</u>						<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
<u>Pay Schedule</u>	<u>Pay Range</u>	<u>Minimum</u>	<u>Appointment Maximum 1</u>	<u>Appointment Maximum 2</u>	<u>Maximum</u>	<u>Within Range Step</u>	<u>8% of Minimum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Patient Treatment-Related											
50	50-50	45.450	59.085	na	72.720	1.364	3.636	7,908	12,653	94,900	151,839
	50-51	55.550	72.215	na	88.880	1.667	4.444	9,666	15,465	115,988	185,581
	50-52	60.600	78.780	na	96.960	1.818	4.848	10,544	16,871	126,533	202,452
Law Enforcement											
56	56-01	20.174	30.261	na	40.348	0.606	1.614	3,510	7,021	42,123	84,247
	56-02	16.241	20.302	na	24.362	0.488	1.300	2,826	4,239	33,911	50,868
Information Systems-Related											
70	70-01	18.654	26.116	na	31.090	0.560	1.493	3,246	5,410	38,950	64,916
	70-02	24.053	31.991	39.928	48.106	0.722	1.925	4,185	8,370	50,223	100,445
Professional Legal-Related											
71	71-01	18.849	33.604	na	48.359	0.566	1.508	3,280	8,414	39,357	100,974
General											
81	81-01	25.449	39.446	na	53.443	0.764	2.036	4,428	9,299	53,138	111,589
	81-02	21.820	33.821	na	45.822	0.655	1.746	3,797	7,973	45,560	95,676
	81-03	18.655	28.916	na	39.176	0.560	1.493	3,246	6,817	38,952	81,799
	81-04	14.314	22.903	na	31.491	0.430	1.146	2,491	5,479	29,888	65,753
	81-05	10.461	17.000	na	23.538	0.314	0.837	1,820	4,096	21,843	49,147

*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

NONREPRESENTED BROADBAND PAY SCHEDULES

June 30, 2002 through May 17, 2003

		<u>Official Hourly Rate</u>						<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
<u>Pay Schedule</u>	<u>Pay Range</u>	<u>Minimum</u>	<u>Appointment Maximum 1</u>	<u>Appointment Maximum 2</u>	<u>Maximum</u>	<u>Within Range Step</u>	<u>8% of Minimum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
Patient Treatment-Related											
50	50-50	46.359	60.267	na	74.175	1.391	3.709	8,066	12,906	96,798	154,877
	50-51	56.661	73.660	na	90.658	1.700	4.533	9,859	15,774	118,308	189,294
	50-52	61.812	80.356	na	98.900	1.855	4.945	10,755	17,209	129,063	206,503
Law Enforcement											
56	56-01	20.578	30.867	na	41.156	0.618	1.647	3,581	7,161	42,967	85,934
	56-02	16.566	20.708	na	24.849	0.497	1.326	2,882	4,324	34,590	51,885
Information Systems-Related											
70	70-01	19.028	26.640	na	31.714	0.571	1.523	3,311	5,518	39,730	66,219
	70-02	24.535	32.632	40.729	49.070	0.737	1.963	4,269	8,538	51,229	102,458
Professional Legal-Related											
71	71-01	19.226	34.277	na	49.327	0.577	1.539	3,345	8,583	40,144	102,995
General											
81	81-01	25.958	40.235	na	54.512	0.779	2.077	4,517	9,485	54,200	113,821
	81-02	22.257	34.499	na	46.740	0.668	1.781	3,873	8,133	46,473	97,593
	81-03	19.029	29.495	na	39.961	0.571	1.523	3,311	6,953	39,733	83,439
	81-04	14.601	23.362	na	32.123	0.439	1.169	2,541	5,589	30,487	67,073
	81-05	10.671	17.341	na	24.010	0.321	0.854	1,857	4,178	22,281	50,133

*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

NONREPRESENTED BROADBAND PAY SCHEDULES

May 18, 2003 through June 28, 2003

		Official Hourly Rate						Monthly Basis*		Annual Basis*	
Pay Schedule	Pay Range	Minimum	Appointment Maximum 1	Appointment Maximum 2	Maximum	Within Range Step	8% of Minimum	Minimum	Maximum	Minimum	Maximum
Patient Treatment-Related											
50	50-50	47.518	61.774	na	76.029	1.426	3.802	8,269	13,230	99,218	158,749
	50-51	58.078	75.502	na	92.925	1.743	4.647	10,106	16,169	121,267	194,028
	50-52	63.358	82.366	na	101.373	1.901	5.069	11,025	17,639	132,292	211,667
Law Enforcement											
56	56-01	21.093	31.640	na	42.186	0.633	1.688	3,671	7,341	44,043	88,085
	56-02	16.981	21.227	na	25.472	0.510	1.359	2,955	4,433	35,457	53,186
Information Systems-Related											
70	70-01**	19.505	30.233	na	40.961	0.586	1.561	3,394	7,128	40,727	85,527
	70-02	22.814	36.503	41.748	50.191	0.685	1.826	3,970	8,734	47,636	104,799
Professional Legal-Related											
71	71-01	19.707	35.134	na	50.561	0.592	1.577	3,430	8,798	41,149	105,572
General											
81	81-01	25.958	40.235	na	54.512	0.779	2.077	4,517	9,485	54,200	113,821
	81-02	22.814	36.503	na	50.191	0.685	1.826	3,970	8,734	47,636	104,799
	81-03	19.505	30.233	na	40.961	0.586	1.561	3,394	7,128	40,727	85,527
	81-04	14.967	23.948	na	32.928	0.450	1.198	2,605	5,730	31,252	68,754
	81-05	10.938	17.775	na	24.611	0.329	0.876	1,904	4,283	22,839	51,388

*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

** Effective June 1, 2003, all classifications in pay range 70-01 will be assigned to another pay range.

PAY SCHEDULE 90: EXECUTIVE SALARY GROUP (ESG)

July 1, 2001 through June 29, 2002

Pay Range	Official Hourly Rate			Monthly Basis*		Annual Basis*	
	<u>Minimum</u>	<u>Maximum</u>	3% of <u>Minimum**</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
90-01	25.449	39.446	0.764	4,428	6,864	53,138	82,363
90-02	27.485	42.602	0.825	4,782	7,413	57,389	88,953
90-03	29.684	46.011	0.891	5,165	8,006	61,980	96,071
90-04	32.059	49.692	0.962	5,578	8,646	66,939	103,757
90-05	34.624	53.668	1.039	6,025	9,338	72,295	112,059
90-06	37.394	57.961	1.122	6,507	10,085	78,079	121,023
90-07	40.386	62.599	1.212	7,027	10,892	84,326	130,707
90-08	43.617	67.607	1.309	7,589	11,764	91,072	141,163
90-09	47.107	73.016	1.414	8,197	12,705	98,359	152,457
90-10	50.876	78.858	1.527	8,852	13,721	106,229	164,656

*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

**Equivalent to Within Range Pay Step.

PAY SCHEDULE 90: EXECUTIVE SALARY GROUP (ESG)

June 30, 2002 through June 28, 2003

Pay Range	Official Hourly Rate			Monthly Basis*		Annual Basis*	
	<u>Minimum</u>	<u>Maximum</u>	3% of <u>Minimum**</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
90-01	25.958	40.235	0.779	4,517	7,001	54,200	84,011
90-02	28.035	43.455	0.842	4,878	7,561	58,537	90,734
90-03	30.278	46.931	0.909	5,268	8,166	63,220	97,992
90-04	32.701	50.687	0.982	5,690	8,820	68,280	105,834
90-05	35.318	54.743	1.060	6,145	9,525	73,744	114,303
90-06	38.144	59.124	1.145	6,637	10,288	79,645	123,451
90-07	41.196	63.854	1.236	7,168	11,111	86,017	133,327
90-08	44.492	68.963	1.335	7,742	12,000	92,899	143,995
90-09	48.052	74.481	1.442	8,361	12,960	100,333	155,516
90-10	51.897	80.441	1.557	9,030	13,997	108,361	167,961

*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

**Equivalent to Within Range Pay Step.

Section Z - 2001-2003 Pay Schedules

PAY SCHEDULE 95: GENERAL SENIOR EXECUTIVE GROUP (GSEG)

July 1, 2001 through June 29, 2002

Pay Range	Official Hourly Rate			Monthly Basis*		Annual Basis*	
	<u>Minimum</u>	<u>Maximum</u>	3% of <u>Minimum**</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
95-01	35.920	62.860	1.078	6,250	10,938	75,001	131,252
95-02	47.893	83.813	1.437	8,333	14,583	100,001	175,002

*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

**Equivalent to Within Range Pay Step.

PAY SCHEDULE 95: GENERAL SENIOR EXECUTIVE GROUP (GSEG)

June 30, 2002 through May 17, 2003

Pay Range	Official Hourly Rate			Monthly Basis*		Annual Basis*	
	<u>Minimum</u>	<u>Maximum</u>	<u>3% of Minimum**</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
95-01	36.639	64.118	1.100	6,375	11,157	76,502	133,878
95-02	48.851	85.490	1.466	8,500	14,875	102,001	178,503

*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

**Equivalent to Within Range Pay Step.

PAY SCHEDULE 95: GENERAL SENIOR EXECUTIVE GROUP (GSEG)

May 18, 2003 through June 28, 2003

Pay Range	<u>Official Hourly Rate</u>			<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
	<u>Minimum</u>	<u>Maximum</u>	3% of <u>Minimum**</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
95-01	37.555	65.722	1.127	6,535	11,436	78,415	137,228
95-02	50.073	87.628	1.503	8,713	15,248	104,553	182,968

*Estimates for informational purposes only. The Official Hourly Rate is used for payroll purposes.

**Equivalent to Within Range Pay Step.

PAY SCHEDULE 02: ADMINISTRATIVE SUPPORT UNIT SENIORITY - BASED TRANSACTION GRID

May 18, 2003 through June 30, 2003

Grid Point	7	8	9	10	11	12	13	14	15
Minimum 0	9.719	10.489	11.345	12.271	13.277	14.368	15.546	16.820	18.198 0
1	9.815	10.593	11.458	12.393	13.409	14.510	15.699	16.986	18.379 1
2	9.864	10.645	11.515	12.454	13.475	14.582	15.777	17.071	18.470 2
3	10.202	10.985	11.843	12.773	13.765	14.840	15.996	17.289	18.688 3
4	10.331	11.119	11.982	12.917	13.912	14.991	16.150	17.445	18.844 4
5	10.463	11.253	12.119	13.057	14.058	15.143	16.307	17.600	18.999 5
6	10.591	11.386	12.258	13.199	14.205	15.293	16.462	17.756	19.155 6
7	10.721	11.521	12.397	13.343	14.352	15.445	16.618	17.910	19.309 7
8	10.850	11.655	12.534	13.484	14.499	15.596	16.773	18.066	19.465 8
9	10.980	11.789	12.673	13.628	14.646	15.748	16.928	18.221	19.620 9
10	11.110	11.923	12.812	13.770	14.792	15.898	17.083	18.377	19.776 10
* Years 11	11.240	12.057	12.948	13.913	14.939	16.048	17.239	18.531	19.931 11
12	11.370	12.191	13.087	14.055	15.085	16.200	17.394	18.686	20.086 12
13	11.498	12.324	13.225	14.198	15.233	16.350	17.550	18.842	20.241 13
14	11.629	12.458	13.363	14.340	15.380	16.502	17.704	18.997	20.397 14
15	11.758	12.593	13.502	14.484	15.526	16.653	17.860	19.153	20.553 15
16	11.888	12.727	13.640	14.625	15.673	16.804	18.015	19.307	20.709 16
17	12.018	12.860	13.779	14.768	15.819	16.955	18.171	19.463	20.863 17
18	12.149	12.995	13.917	14.911	15.967	17.106	18.325	19.618	21.019 18
19	12.278	13.129	14.055	15.053	16.113	17.257	18.480	19.775	21.174 19
20	12.407	13.262	14.194	15.195	16.260	17.407	18.636	19.930	21.328 20
21	12.536	13.396	14.332	15.338	16.407	17.559	18.791	20.085	21.483
Grid Endpoint 22	12.666	13.530	14.469	15.480	16.553	17.709	18.947	20.240	21.638

*** Full years of seniority as of June 30, 2002**

PAY SCHEDULE 03: BLUE COLLAR & NON-BUILDING TRADES SENIORITY-BASED TRANSACTION GRID

May 18, 2003 through June 30, 2003

	Grid Point	6	7	8	9	10	11	12	13	14	15
Minimum	0	9.399	9.796	10.309	10.940	11.835	12.804	13.855	14.992	16.221	17.553
	1	9.492	9.894	10.411	11.049	11.952	12.931	13.993	15.141	16.382	17.727
	2	9.539	9.943	10.464	11.104	12.011	12.995	14.062	15.217	16.463	17.814
	3	9.895	10.313	10.853	11.518	12.460	13.479	14.588	15.782	17.040	18.400
	4	10.094	10.521	11.070	11.749	12.710	13.751	14.878	16.098	17.356	18.717
	5	10.445	10.863	11.418	12.094	13.034	14.051	15.147	16.361	17.617	18.978
	6	10.596	11.015	11.569	12.245	13.191	14.218	15.321	16.546	17.804	19.164
	7	10.746	11.165	11.718	12.396	13.347	14.386	15.493	16.732	17.988	19.348
	8	10.895	11.316	11.871	12.545	13.503	14.553	15.668	16.915	18.172	19.531
	9	11.045	11.468	12.021	12.697	13.661	14.722	15.839	17.100	18.356	19.716
* Years	10	11.195	11.619	12.171	12.847	13.816	14.888	16.013	17.283	18.541	19.900
	11	11.344	11.770	12.322	12.999	13.973	15.058	16.186	17.468	18.725	20.085
	12	11.493	11.919	12.474	13.150	14.128	15.225	16.358	17.652	18.909	20.268
	13	11.643	12.071	12.623	13.301	14.287	15.392	16.532	17.837	19.093	20.453
	14	11.793	12.221	12.774	13.452	14.443	15.560	16.706	18.020	19.277	20.637
	15	11.944	12.372	12.926	13.602	14.600	15.726	16.879	18.204	19.462	20.822
	16	12.093	12.523	13.077	13.754	14.756	15.895	17.053	18.390	19.647	21.006
	17	12.243	12.675	13.228	13.903	14.912	16.062	17.226	18.573	19.830	21.190
	18	12.393	12.825	13.378	14.054	15.068	16.229	17.398	18.757	20.014	21.374
	19	12.541	12.976	13.529	14.206	15.225	16.397	17.572	18.942	20.199	21.559
	20	12.692	13.127	13.679	14.356	15.382	16.564	17.744	19.126	20.384	21.743
	21	12.841	13.276	13.830	14.507	15.538	16.734	17.916	19.310	20.567	21.927
	22	12.991	13.428	13.981	14.658	15.693	16.901	18.092	19.494	20.751	22.111
	23	13.141	13.579	14.131	14.810	15.851	17.068	18.264	19.679	20.936	22.296
	24	13.290	13.728	14.284	14.959	16.007	17.236	18.437	19.864	21.123	22.481

***Full years of seniority as of June 30, 2002.**

PAY SCHEDULE 05: SECURITY & PUBLIC SAFETY SENIORITY-BASED TRANSACTION GRID

May 18, 2003 through June 30, 2003

												**	**
Grid Point		7	8	9	10	11	12	13	14	15	16	31	32
Minimum	0	9.327	10.065	10.886	11.776	12.740	13.787	14.917	16.142	17.471	18.694	12.813	13.454
	1	9.419	10.164	10.994	11.893	12.866	13.923	15.065	16.302	17.644	18.880	12.813	13.454
	2	9.514	10.267	11.104	12.011	12.995	14.062	15.217	16.465	17.820	19.069	14.658	16.124
	3	9.868	10.649	11.518	12.460	13.479	14.588	15.782	17.079	18.485	19.780	15.223	16.696
	4	10.067	10.862	11.749	12.710	13.751	14.878	16.098	17.421	18.855	20.176	15.370	16.859
	5	10.451	11.245	12.114	13.225	14.219	15.292	16.422	17.759	18.938	20.264	15.784	17.315
	6	10.765	11.545	12.407	13.585	14.500	15.631	16.666	17.993	19.080	20.416	16.123	17.686
	7	11.094	11.860	12.697	13.864	14.962	15.957	16.911	18.238	19.323	20.676	16.449	18.044
	8	11.231	12.035	12.883	14.048	15.147	16.142	17.094	18.424	19.519	20.885	16.634	18.250
	9	11.371	12.209	13.069	14.244	15.344	16.330	17.282	18.608	19.702	21.083	16.822	18.456
	10	11.511	12.385	13.257	14.428	15.535	16.514	17.470	18.793	19.887	21.279	17.006	18.659
* Years	11	11.651	12.557	13.443	14.615	15.739	16.701	17.656	18.992	20.084	21.491	17.193	18.863
	12	11.791	12.732	13.628	14.800	15.934	16.888	17.842	19.177	20.267	21.685	17.380	19.070
	13	11.929	12.907	13.814	14.985	16.131	17.073	18.026	19.363	20.452	21.884	17.565	19.273
	14	12.070	13.084	14.002	15.194	16.330	17.259	18.214	19.546	20.636	22.081	17.751	19.478
	15	12.220	13.257	14.188	15.390	16.525	17.445	18.400	19.732	20.809	22.266	17.937	19.682
	16	12.372	13.431	14.374	15.587	16.710	17.632	18.586	19.929	21.018	22.490	18.124	19.887
	17	12.523	13.605	14.559	15.783	16.896	17.817	18.773	20.114	21.201	22.685	18.309	20.092
	18	12.676	13.781	14.746	15.970	17.080	18.005	18.959	20.300	21.385	22.882	18.497	20.297
	19	12.826	13.954	14.933	16.179	17.267	18.190	19.145	20.482	21.570	23.080	18.682	20.502
	20	12.978	14.128	15.119	16.376	17.462	18.375	19.332	20.670	21.754	23.277	18.867	20.704
	21	13.129	14.327	15.304	16.571	17.648	18.563	19.516	20.855	21.949	23.486	19.055	20.912
Grid Endpo	22	13.278	14.524	15.490	16.768	17.833	18.749	19.702	21.052	22.145	23.695	19.241	21.117

* Full years of seniority as of June 30, 2002

** Time in classification series is considered for second year of seniority placement in PR 05-31 & 05-32.

PAY SCHEDULE 06: TECHNICAL SENIORITY-BASED TRANSACTION GRID

May 18, 2003 through June 30, 2003

Grid Point		5	6	7	8	9	10	11	12	13	14	15	16	17	18
Minimum	0	9.036	9.399	9.796	10.309	10.515	11.374	12.307	13.317	14.410	15.594	16.875	18.264	19.767	21.394
	1	9.125	9.492	9.894	10.411	10.619	11.487	12.429	13.450	14.552	15.749	17.042	18.444	19.962	21.606
	2	9.170	9.539	9.943	10.464	10.673	11.544	12.490	13.516	14.624	15.826	17.127	18.537	20.062	21.714
	3	9.512	9.895	10.313	10.853	11.069	11.975	12.955	14.020	15.169	16.418	17.765	19.227	20.767	22.429
	4	9.702	10.094	10.521	11.070	11.292	12.214	13.215	14.301	15.472	16.746	18.121	19.614	21.183	22.877
	5	9.921	10.381	10.801	11.353	11.640	12.563	13.588	14.707	15.917	17.233	18.657	20.203	21.820	23.565
	6	10.073	10.531	10.951	11.516	11.807	12.735	13.776	14.916	16.149	17.489	18.944	20.518	22.159	23.932
	7	10.223	10.683	11.103	11.676	11.976	12.908	13.964	15.125	16.380	17.743	19.227	20.832	22.498	24.298
	8	10.376	10.833	11.254	11.839	12.143	13.083	14.154	15.332	16.611	18.001	19.512	21.147	22.840	24.667
	9	10.526	10.983	11.405	12.000	12.312	13.254	14.341	15.543	16.843	18.256	19.795	21.462	23.180	25.034
	10	10.678	11.134	11.555	12.164	12.479	13.427	14.529	15.751	17.074	18.512	20.080	21.776	23.518	25.400
* Years	11	10.828	11.285	11.705	12.325	12.646	13.599	14.717	15.960	17.302	18.766	20.363	22.091	23.859	25.768
	12	10.977	11.436	11.857	12.487	12.814	13.772	14.906	16.168	17.536	19.024	20.647	22.406	24.199	26.135
	13	11.129	11.587	12.006	12.649	12.981	13.943	15.094	16.376	17.767	19.280	20.932	22.720	24.538	26.501
	14	11.279	11.739	12.158	12.812	13.149	14.115	15.281	16.585	17.998	19.536	21.216	23.034	24.877	26.868
	15	11.431	11.888	12.310	12.974	13.316	14.289	15.469	16.793	18.229	19.792	21.499	23.349	25.218	27.235
	16	11.582	12.039	12.459	13.136	13.483	14.461	15.658	17.000	18.461	20.046	21.783	23.664	25.557	27.602
	17	11.733	12.191	12.610	13.297	13.651	14.632	15.847	17.211	18.690	20.305	22.069	23.978	25.897	27.970
	18	11.883	12.340	12.761	13.459	13.819	14.808	16.034	17.419	18.923	20.561	22.353	24.292	26.235	28.336
	19	12.034	12.492	12.911	13.621	13.988	14.979	16.223	17.627	19.155	20.816	22.638	24.605	26.574	28.699
	20	12.186	12.643	13.061	13.783	14.155	15.151	16.412	17.837	19.383	21.072	22.919	24.921	26.915	29.069
	21	12.334	12.794	13.213	13.945	14.322	15.324	16.600	18.044	19.617	21.327	23.203	25.236	27.255	29.436
	22	12.486	12.944	13.363	14.107	14.490	15.497	16.788	18.253	19.847	21.584	23.488	25.550	27.593	29.802
	23	12.638	13.095	13.514	14.268	14.657	15.669	16.974	18.462	20.079	21.838	23.773	25.864	27.935	30.170
	24	12.788	13.247	13.666	14.431	14.824	15.840	17.165	18.670	20.310	22.095	24.056	26.178	28.273	30.536
Grid End Point	25	12.939	13.396	13.816	14.594	14.991	16.013	17.353	18.879	20.540	22.352	24.341	26.494	28.614	30.904

*** Years of Seniority as of June 30, 2002**

PAY SCHEDULE 07: FISCAL & STAFF SERVICES
May 18, 2003 through June 30, 2003

Official Hourly Basis

Pay Range	Minimum	Appointment Maximum 1	Appointment Maximum 2	Maximum	Within Range Step	8% of the minimum
2	22.814	36.503	41.748	50.191	0.685	1.826
3	19.505	30.233	na	40.961	0.586	1.561
4	14.967	23.948	na	32.928	0.450	1.198
5	11.886	19.315	na	26.744	0.357	0.951
30	19.694	na	na	23.543	0.591	1.576
31	24.721	na	na	29.038	0.742	1.978

PAY SCHEDULE 8

Professional Employees in Research, Statistics, and Analysis

May 18, 2003 through June 30, 2003

Pay Range	Minimum	Maximum	Within Range Step	8% of Minimum
8-01	11.614	17.080	0.349	0.930
8-02	12.562	18.570	0.377	1.005
8-03	13.590	20.187	0.408	1.088
8-04	14.709	21.948	0.442	1.177
8-05	15.914	23.887	0.478	1.274
8-06	17.223	25.999	0.517	1.378
8-07	18.638	28.304	0.560	1.492
8-08	20.168	30.811	0.606	1.614
8-09	21.814	33.550	0.655	1.746

Pay Schedule 9: Wisconsin State Attorneys Association

May 18, 2003-June 30, 2003

			<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
<u>Minimum</u>	<u>Maximum</u>	<u>Within Range Step</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
19.707	50.561	0.591	3,429.02	8,797.62	41,148.22	105,571.37

* Not an official rate

Pay Schedule 10: Wisconsin Physicians & Dentists Association

May 18, 2003 through June 30, 2003

Pay Range	Official Hourly Basis				Monthly Basis*			Annual Basis*		
	Minimum	Appointment Maximum	Maximum	WRPS	Minimum	Appointment Maximum	Maximum	Minimum	Appointment Maximum	Maximum
10-50 (Dentist & Optometrist)	47.048	61.162	75.276	1.411	8,186.27	10,642.14	13,098.02	98,235.18	127,705.73	157,176.29
10-51 (Physician)	57.503	74.753	92.004	1.725	10,005.44	13,007.07	16,008.70	120,065.22	156,084.79	192,104.35
10-52 (Psychiatrist)	62.730	81.549	100.368	1.882	10,915.02	14,189.53	17,464.03	130,980.24	170,274.31	209,568.38

***For informational purposes only. The Official Hourly Rate is used for payroll purposes.**

Pay Schedule 11: Patient Care

April 6, 2003 through June 30, 2003

<u>Grid Level</u>		<u>11-05</u>	<u>11-06</u>	<u>11-07</u>	<u>11-08</u>	<u>11-09</u>	<u>11-10</u>	<u>11-11</u>	<u>11-12</u>	<u>11-22</u>
		5	6	7	8	9	10	11	12	22
1	A	15.565	16.577	17.655	18.804	20.026	21.329	22.716	24.193	28.775
2	B	15.799	16.826	17.921	19.087	20.327	21.650	23.057	24.556	29.208
3	C	16.037	17.079	18.190	19.374	20.633	21.974	23.403	24.925	29.647
4	D	16.277	17.335	18.464	19.665	20.942	22.304	23.755	25.300	30.091
5	E	16.522	17.596	18.742	19.960	21.257	22.640	24.112	25.680	30.543
6	F	16.771	17.860	19.023	20.261	21.577	22.980	24.473	26.065	31.002
7	G	17.023	18.129	19.309	20.565	21.901	23.325	24.841	26.457	31.467
8	H	17.279	18.401	19.600	20.874	22.230	23.676	25.214	26.854	31.939
9	I	17.538	18.678	19.894	21.187	22.564	24.032	25.593	27.257	32.419
10	J	17.802	18.959	20.193	21.506	22.903	24.392	25.977	27.666	32.906
11	K	18.069	19.244	20.496	21.829	23.247	24.758	26.368	28.081	33.400
12	L	18.341	19.533	20.804	22.157	23.597	25.130	26.763	28.503	33.901
13	M	18.617	19.826	21.117	22.490	23.952	25.508	27.165	28.931	34.411
14	N	18.896	20.124	21.434	22.828	24.311	25.891	27.573	29.366	34.927
15	O	19.180	20.427	21.756	23.172	24.676	26.279	27.987	29.806	35.452
16	P	19.468	20.733	22.083	23.520	25.047	26.674	28.407	30.254	35.984
17	Q	19.760	21.045	22.415	23.874	25.424	27.075	28.834	30.708	36.524
18	R	20.058	21.360	22.752	24.233	25.806	27.482	29.266	31.170	37.073
19	S	20.359	21.681	23.094	24.596	26.193	27.895	29.706	31.638	37.629
20	T	20.664	22.007	23.440	24.965	26.587	28.314	30.152	32.113	38.194
21	U	20.975	22.338	23.793	25.341	26.987	28.739	30.605	32.594	38.767
Range Max		23.776	25.324	26.97	28.724	30.593	32.581	34.700	36.956	42.668

PAY SCHEDULE 12: PROFESSIONAL SOCIAL SERVICES SENIORITY-BASED TRANSACTION GRID

May 18, 2003 through June 30, 2003

		27	28	1	2	3	4	5	6	7	8	9	10	11	12	13
Grid Point																
Minimum	0	9.374	10.115	10.940	11.835	12.804	13.855	14.992	16.223	17.559	19.001	20.550	22.220	23.926	25.759	27.733
	1	9.467	10.216	11.049	11.952	12.931	13.993	15.141	16.384	17.733	19.190	20.753	22.441	24.163	26.014	28.008
	2	9.514	10.267	11.104	12.011	12.995	14.062	15.217	16.465	17.820	19.284	20.856	22.553	24.283	26.144	28.147
	3	9.868	10.649	11.518	12.460	13.479	14.588	15.782	17.079	18.485	20.002	21.633	23.392	25.187	27.117	29.196
	4	10.067	10.862	11.749	12.710	13.751	14.878	16.098	17.421	18.855	20.404	22.067	23.861	25.692	27.661	29.781
	5	10.172	10.983	12.048	13.033	14.196	15.350	16.592	17.938	19.372	20.926	22.673	24.374	26.220	27.907	30.020
	6	10.274	11.098	12.186	13.181	14.389	15.553	16.806	18.163	19.604	21.163	22.913	24.620	26.476	28.174	30.295
	7	10.376	11.212	12.323	13.331	14.580	15.757	17.024	18.391	19.838	21.402	23.155	24.867	26.735	28.442	30.574
	8	10.477	11.325	12.461	13.480	14.773	15.962	17.238	18.619	20.070	21.639	23.395	25.113	26.993	28.707	30.854
	9	10.581	11.437	12.597	13.629	14.964	16.165	17.451	18.845	20.304	21.879	23.637	25.358	27.250	28.973	31.128
	10	10.682	11.551	12.734	13.778	15.158	16.368	17.668	19.072	20.534	22.116	23.877	25.605	27.508	29.240	31.406
* Years	11	10.783	11.664	12.872	13.927	15.351	16.572	17.884	19.298	20.767	22.356	24.117	25.850	27.766	29.507	31.685
	12	10.887	11.778	13.010	14.076	15.544	16.776	18.098	19.525	21.000	22.591	24.359	26.098	28.023	29.772	31.963
	13	10.987	11.890	13.148	14.224	15.733	16.978	18.314	19.751	21.233	22.831	24.597	26.344	28.280	30.038	32.241
	14	11.089	12.004	13.284	14.373	15.927	17.184	18.528	19.980	21.465	23.068	24.839	26.590	28.538	30.305	32.518
	15	11.192	12.116	13.423	14.521	16.121	17.388	18.746	20.204	21.698	23.307	25.078	26.836	28.795	30.572	32.795
	16	11.294	12.230	13.560	14.669	16.312	17.591	18.960	20.431	21.929	23.544	25.320	27.082	29.054	30.839	33.072
	17	11.395	12.345	13.699	14.819	16.505	17.796	19.175	20.657	22.161	23.784	25.561	27.328	29.310	31.102	33.349
	18	11.496	12.456	13.834	14.968	16.697	17.999	19.391	20.884	22.395	24.023	25.800	27.575	29.568	31.372	33.629
	19	11.598	12.571	13.972	15.117	16.890	18.202	19.606	21.110	22.627	24.260	26.043	27.822	29.826	31.638	33.905
	20	11.702	12.685	14.109	15.267	17.081	18.407	19.821	21.339	22.861	24.498	26.280	28.067	30.084	31.903	34.182
	21	11.803	12.798	14.248	15.414	17.275	18.610	20.036	21.565	23.093	24.737	26.523	28.313	30.343	32.169	34.460
	22	11.906	12.910	14.385	15.564	17.466	18.814	20.251	21.792	23.324	24.976	26.762	28.560	30.600	32.437	34.738

*** Full years of seniority as of June 30, 2002**

Pay Schedule 13: Wisconsin Education Association Council

Effective April 6, 2003 through June 30, 2003			
Range	Minimum	Maximum	WRPS
1	16.042	28.074	0.482
2	17.112	29.946	0.514
3	20.691	36.210	0.621
4	24.080	42.140	0.723
5	17.101	29.927	0.514

SCHEDULE 14: PROFESSIONAL ENGINEERING

May 18, 2003 through June 30, 2003

Pay Range	Minimum	PSICM	Maximum	Within Range Step
3	13.608	14.017	22.716	0.409
4	18.022	18.563	28.836	0.541
5	19.368	19.950	30.988	0.582
6	20.756	21.379	33.209	0.623
22	13.608	14.017	21.774	0.409
23	16.577	17.075	26.523	0.498
24	17.828	18.363	28.525	0.535
25	19.368	19.950	30.988	0.582
26	20.756	21.379	33.209	0.623
46	16.472	16.967	28.983	0.495
47	22.588	23.266	36.142	0.678
48	24.200	24.926	38.720	0.726
55	16.472	16.967	26.355	0.495
56	19.440	20.024	31.103	0.584
57	22.453	23.127	35.925	0.674

SCHEDULE 15: PROFESSIONAL SCIENCE

May 18, 2003 through June 30, 2003

Pay Range	Appointment		Maximum	Within Range Step	8% of Minimum
	Minimum	Maximum			
15-02	35.537	42.645	49.752	1.067	2.843
15-03	19.505	30.233	40.961	0.586	1.561
15-24	14.768	n/a	24.581	0.444	1.182
15-35	15.969	n/a	26.762	0.480	1.278

PAY SCHEDULE 20: Assistant District Attorneys

May 18, 2003 - June 30, 2003

Year	Minimum	Maximum	Within Range Step	<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
				Minimum	Maximum	Minimum	Maximum
2002-03	19.707	50.561	0.591	3,429.02	8,797.62	41,148.22	105,571.37

* Not an official rate

PAY SCHEDULE 21: State Public Defender Attorney

May 18, 2003 - June 30, 2003

Year	Minimum	Maximum	Within Range Step	<u>Monthly Basis*</u>		<u>Annual Basis*</u>	
				Minimum	Maximum	Minimum	Maximum
2002-03	19.707	50.561	0.591	3,429.02	8,797.62	41,148.22	105,571.37

* Not an official rate

PAY SCHEDULE 36: LAW ENFORCEMENT SENIORITY-BASED TRANSACTION GRID

May 18, 2003 through June 30, 2003

		36-09	36-10	36-11	36-12	36-13	36-14
Grid Point	0	10.940	11.835	12.804	13.855	14.992	16.223
	1	11.049	11.952	12.931	13.993	15.141	16.384
	2	11.104	12.011	12.995	14.062	15.217	16.465
	3	11.518	12.460	13.479	14.588	15.782	17.079
	4	11.749	12.710	13.751	14.878	16.098	17.421
	5	12.114	13.214	14.210	15.275	16.396	17.725
	6	12.401	13.568	14.486	15.606	16.637	17.954
	7	12.688	13.855	14.943	15.927	16.878	18.194
	8	12.881	14.038	15.126	16.111	17.175	18.389
	9	13.063	14.233	15.321	16.339	17.403	18.571
* Years	10	13.435	14.416	15.514	16.511	17.586	18.754
	11	13.626	14.814	15.952	16.927	17.895	19.250
	12	13.813	15.000	16.151	17.117	18.085	19.437
	13	14.002	15.187	16.349	17.302	18.273	19.625
	14	14.193	15.400	16.550	17.495	18.461	19.812
	15	14.380	15.599	16.749	17.683	18.649	19.999
	16	14.567	15.798	16.937	17.870	18.838	20.200
	17	14.758	16.000	17.124	18.061	19.028	20.388
	18	14.946	16.186	17.313	18.249	19.215	20.575
	19	15.135	16.397	17.501	18.437	19.405	20.762
	20	15.324	16.598	17.699	18.627	19.592	20.950
	21	15.512	16.798	17.888	18.814	19.782	21.139
	22	15.700	16.995	18.075	19.004	19.972	21.339

*** Full years of seniority as of June 30, 2002**